

NotebookLM Limit-Safe Project Planner

Plan source capacity and daily generation work before the deadline. The quotas below were verified against Google's current documentation on August 14, 2026.

Project _____ **Deadline** _____
Owner _____ **Plan / badge** _____

1. Identify the ceiling that can stop the project

Consumer plan	Sources	Chats/day	Audio/day	Video/day	Reports/day
Standard	50	50	3	3	10
Plus	100	200	6	6	20
Pro	300	500	20	20 + 2 cinematic	100
Ultra 20 TB	500	2,500	100	100 + 10 cinematic	500
Ultra 30 TB	600	5,000	200	200 + 20 cinematic	1,000

Fixed across consumer plans: 500,000 words per source and 200 MB per local upload. Daily quotas reset after 24 hours; Standard Deep Research resets after 30 days.

2. Build a source budget

Source inventory	Planned	Buffer	Final total
Files that must remain separately citable			
Small files that can be combined into labeled packets			
Web, video, audio, slide, sheet, and other sources			

- [] Reserve at least 10% of source slots for late evidence or replacements.
- [] Keep high-stakes sources separate so citations remain traceable.
- [] Split unrelated phases into separate notebooks; document the handoff.

3. Budget the runs that can consume quota

Output	Required	Draft runs	Final runs	Owner / date
Chats / analyses				
Audio / video				
Reports / study tools				
Slides / infographics / tables				

Five Quota-Saving Prompts

Copy these only after selecting the relevant sources. Replace bracketed text before use.

PROMPT 1

Source coverage check

Use when: you must confirm that the selected evidence set is complete before generating an artifact.

Create a source-coverage table with one row for every selected source. For each source, report: source title; relevant claim or evidence; citation; and either 'use in final output' or 'no relevant evidence found.' Do not omit a selected source. End with a list of evidence gaps that could weaken [DELIVERABLE].

PROMPT 2

Minimum sufficient source set

Use when: the notebook is crowded or you are approaching the source cap.

My goal is [DECISION OR DELIVERABLE]. Review the selected sources and identify the minimum sufficient subset needed to answer it. Group sources as essential, useful but redundant, or out of scope. Explain which source should remain separate for citation traceability and which small sources could be combined into a labeled packet without losing important distinctions.

PROMPT 3

One-pass evidence brief

Use when: you need a reliable brief before spending quota on Audio, Video, Slides, or other Studio output.

Before creating [STUDIO OUTPUT], produce a compact evidence brief containing: audience; decision or learning goal; five supported claims with citations; three exclusions; unresolved contradictions; required terminology; and a final output outline. Stop after the brief. Do not generate the Studio artifact until I approve the evidence and outline.

Five Quota-Saving Prompts

PROMPT 4

Batch revision brief

Use when: you want to avoid spending separate revision runs on small changes.

Audit the current [REPORT / SLIDE DECK / INFOGRAPHIC / SCRIPT] and create one consolidated revision brief. Organize every requested change under Accuracy, Coverage, Structure, Audience, Tone, Visuals, and Citations. Resolve conflicting instructions, rank changes as required or optional, and return one final revision prompt that can be submitted in a single run. Do not revise the artifact yet.

PROMPT 5

Cross-notebook handoff packet

Use when: a project is split across notebooks and the final notebook cannot query them directly.

Create a handoff packet for [NEXT NOTEBOOK OR TOOL]. Include: objective; scope; source list with links or identifiers; verified findings with citations; disagreements and uncertainty; constraints; do-not-do instructions; decisions already made; open questions; and the exact next task. Distinguish direct evidence from interpretation. Keep the packet concise enough to import as one source without losing traceability.

Final preflight: run this before the deadline

☐ The selected sources answer the actual question.	☐ Critical claims have citations.
☐ The final output format is specified once.	☐ Revision requests are batched.
☐ A source and generation buffer remains.	☐ The result will be checked against originals.

Project notes and next approved run

Verify live limits before a high-stakes deadline: notebooklm-guide.com/notebooklm-system-limits-benchmarks/