



# Big Rock System for Organization Success

\*Everyone has specific/unique organization needs, msg me about yours. [info@familyhistoryhound.com](mailto:info@familyhistoryhound.com)  
Continue through these steps until you are satisfied with your level of organization.

- Upload ALL photos to FOREVER & begin Auto syncing your phone's photos. (You can use [FOREVER Valet](#) or upload them yourself.)
- Run [FACIAL RECOGNITION](#) in your account for automatic PEOPLE organization.
- Create top level albums for each year. Set privacy level to GROUPS. I'll explain about the groups later.

Filter to ONE YEAR and NOT IN AN ALBUM. Select up to 2000 photos at a time & add all the photos into that year's album. Continue with the next year.

- Create top level albums for your "Big Rocks" things you want to move out from your year.  
Anything in your life that happens often.

- Weddings
- Vacations
- Sports
- School
- Professional photos
- Heritage/Genealogy
- Inspiration (screenshots)
- Your career
- Pets
- Church/Clubs/Groups

- Go to each year's album and MOVE your "Big Rock" photos into their "Big Rock" albums.
- Update the DESCRIPTION under each year with titles of unique events or photos you may want to easily locate within that year. Add the month in front of description to help you narrow your search (01 Emily's first steps). Go to your search bar and try it.

- Go to each "Big Rock" album & add nested albums for each wedding, vacation, child's name under sports etc. & MOVE the photos into those nested albums.

When creating these nested a/bums make sure to add detail/ed title, year & month. i.e. Hawaii 2024 - 03 or Joe & Mary Passey Wedding. Go to your top-level album and SEARCH to see how easy they are to find!

- Go to your year albums & create nested albums for events that happen often, but not particularly a "Big Rock" OR that have a large number of photos.

When creating these nested a/bums make sure to add the year first, then month & then detailed title. i.e. 2024-07 Boating at Lake Louise so they stay in order chronologically). Go to your top-level album and SEARCH to see how easy they are to find!

- Go to each album and start deleting the unnecessary in your 15 min a day but move on to the next step simultaneously. (Note: items are sent to delete folder that you can retrieve from for 60 days.)

- Now you are ready for the NEXT STEPS!

Talk to me about...

- Adding more descriptions
- Using the Bulk Organizer tool
- Adding to albums vs. moving
- Changing album cover photos
- Marking Favorites/tagging
- Creating books, photo gifts, wall décor etc.
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