



## Photo & Genealogy Organization Kickstart Checklist

Start here with these essential steps to begin organizing your family history “home.” You’re not going to get this done this week, but this is a reminder of things that you’ll need to do.

- Designate a space in your home (or computer) for your genealogy work.
- Locate all your printed photos and gather them in one box or area.
- Back up your digital photos and genealogy files (use external drives or cloud storage).
- Set up a folder structure on your computer for genealogy (e.g., by surname or record type).
- Choose a naming convention for photos and files (e.g., Last\_First\_YYYY).
- Create a master inventory list of binders, boxes, and albums.
- Label all your photo envelopes or boxes by family line or decade.
- Scan at least 10 photos to get started—use 600 dpi for best quality.
- Create a ‘To Sort’ folder for digital files and commit to 10 minutes a day.
- Pick one ancestor or topic to focus on for this month’s organizing goal.
- If you’re thinking of a more permanent space for your photos and genealogy consider [FOREVER](#). They guarantee that they will preserve your collection for your lifetime plus 100 years.