

Checklist for Organizing Your Project



You very likely have items in many different places. Taking the time, in the beginning, to gather as many items as possible will help you save copious time during your organizing project.

This checklist will help you remember different places to look for items for your project.

Items to look for

- Prints - loose
- Prints - albums
- Slides
- Negatives
- Film reels (8mm, etc.)
- Film tapes (VHS, etc.)
- Audio cassettes
- Letters/documents
- Scrapbooks
- Kids artwork
- Memorabilia
- Heirlooms
- External Hard Drive
- Cloud
- Archival Boxes
- Archival Binders
- Audio cassettes
- Letters/documents
- Scrapbooks
- Photo albums
- Photo books
- Slideshows
- Online gallery
- Framed photos (look inside)
- Wall art
- Memorial photo board

- Photo gifts
- Photo collages
- Holiday cards
- Family history

Computers & Online

- Photo software
- Cloud backup
- Phone backup

Social Media & Web

- Facebook
- Instagram
- Google Photos
- Snapfish
- Shutterfly

Family History Sites

- Ancestry.com
- Family.me
- Family Search.org
- FindMyPast.com
- MyHeritage.com