

# Organizing Your Family History to Stay Sane

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- Why organize? What's YOUR most important reason for doing it?
- Organizing is a **PROCESS**... It requires you to determine a **PURPOSE** for what you are doing and then create a **PLAN**. Once you have the plan in place, you can begin the actual project.
- Think carefully about things like cost, space, and materials.
- Overview of different methods:
  - ✓ Individual
  - ✓ Surname
  - ✓ Surname/Locality
  - ✓ Surname/Record Type
  - ✓ Couple
  - ✓ Locality
  - ✓ Record Type
- Digital solutions to some space problems:
  - ✓ Digitizing/scanning of documents and photos
  - ✓ Storing these on a desktop or laptop hard drive, DVD, flash drive, external hard drive, cloud, or ALL of the above!
  - ✓ Cross-linking these documents with your genealogy software program



## Bibliography

- Carmack, Sharon DeBartolo. *Organizing Your Family History Search: Efficient & Effective Ways to Gather and Protect Your Genealogical Research*. Betterway Books, 1999.
- Dollarhide, William. *Managing a Genealogical Project*. 3<sup>rd</sup>ed. Genealogical Publishing Co., Inc., 1999.
- Fleming, Ann Carter. *The Organized Family Historian*. National Genealogical Society Guides, 2004
- Smith, Drew. *Organize Your Genealogy: Strategies and Solutions for Every Researcher*. Family Tree Books, 2016.
- Whitaker, Beverly DeLong. *Beyond Pedigrees: Organizing and Enhancing Your Work*. Ancestry, 1993.

## Helpful websites

- Cyndi's List - Organizing Your Research: <http://cyndislist.com/organizing/>
- Janine Adams' blog *Organize Your Family History*, <http://organizeyourfamilyhistory.com/>
- The Organized Genealogist Facebook Group: <https://www.facebook.com/groups/organizedgenealogist/> (closed, must join to see content)
- *A Complete Tutorial on Genealogical Organization*, <http://thesunburnedpenguin.com/genealogy-organization-tutorial/> (by document type)
- Mary E. V. Hill, *The FamilyRoots Organizer Color-Coding System*, <http://www.genrootsorganizer.com/>