

# ORGANIZE YOUR PHOTOS & PRESERVE YOUR MEMORIES

Marcia Ramsland with Guest Melinda Hollis \* [www.OrganizingPro.com](http://www.OrganizingPro.com) \* (858) 752-7707

Discover what the next step is for your photo project. Plan a place and times to sort & complete your project.

1. Imagine what your organized photos will look like - albums on a shelf, digital photo book, or organized boxes.
2. Choose a place out of the mainstream of your home and work for 30-60 minutes a day with a timer.
3. Organize by time or categories. Whatever serves your final destination best.
4. Keep the best and toss the rest.
5. Inventory how many boxes & albums you have. Calendar your work times to reach your goals. Be persistent & decisive.



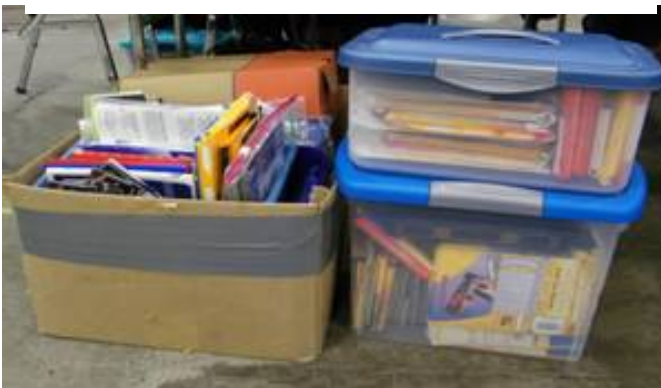
**A. Best – Organized, Labeled, Ready to View**



**B. Box Sorter. All in order, labeled & ready for albums or scanning.**



**C. In Cabinet – Plan your project and begin.**



**D. In Boxes. Time to get photos out of the boxes. Gather & sort on a table out of the way.**



**Before**

**E. Messy but in one spot. Straighten by size, time order, or theme. Label sections. Recycle too.**

## Organize Your Print Photos

Melinda Hollis, Professional Photo Organizer & Marcia Ramsland, The Organizing Pro

*"We have all fervently snapped away to capture every memory possible only to allow that memory to live untold in a box." Melinda Hollis*

Are you overwhelmed with the vast amount of printed photos that you have accumulated over the years? Rest assured, most of us put this project at the bottom of our TO DO list because we are so 'overwhelmed' and have no idea where to begin. Good news, IT CAN BE DONE!!! It will be a fun, fascinating, & successful venture which will result in getting your photos into your life!

**I. Choose Work Space & Time** - these photos didn't accumulate overnight, and you're not going to get them organized over night either. Take heart, follow these steps, be persistent, have fun & you will be amazed at the results. Choose a place to spread out and work for a few days, guilt free. Set the timer for 30 - 60 minute a day and work diligently without interruptions. Ask a family member to work with you.

**II. Collect Photos** - gather ALL your photos into this work place.

**III. Supplies** - post-it notes in various colors & sizes, photo safe labeling pen, tablet, pen or pencil & garbage bags. Photo safe storage boxes. An eager attitude!!

**IV. Sorting Tips** - Keep in mind this is just the first step into getting your photos into your life.

1. As you work, think about the FINAL destination of your photos - will it be an album, framed, copied and mailed to a family or friend, organized in a box or tossed in the trash.
2. Keep in mind that you want to keep the photos that tell the story & have significance.
3. You don't have to keep every photo you've every taken. Don't be afraid to toss the photos that don't tell the story. When in doubt TOSS! Remember keeping everything will cause someone else to decide what gets tossed later.
4. Don't allow yourself to get too caught in the memory. This will prolong the organizing project. Look at the photo for its face value - literally!!

**V. Categorize** - Take a quick assessment of what you have. Don't reinvent the wheel, go with what you have. DO NOT get stuck on year, age, etc. it's not important at this point.

1. Create categories that work for your family for example: child, vacations, sports, school, holidays, etc. Sub categorize for example, create a pile for each child - within that create piles for birthdays, school, sports, holidays, etc. Create a time line if possible within categories.
2. Think in themes - vacations, sports, holidays, etc.
3. Who gets THIS photo? First rule of thumb - who is it the best picture of? Is it someone's special day - they get the photo. A great family photo - flag it to be copied but be conservative here.
4. Use post-it notes to keep track of categories & themes.

**VI. Negatives** - This becomes a personal choice, with our abilities to scan photos today, do we need negatives? One suggestion is to save all negatives in a box, store them in a fire proof safe &/or trade them with a family member or friend. In the event of catastrophe - fire, flood and you lost all your photos you would be grateful that you have your negatives stored elsewhere.

**VII. Final Destination** - Albums: what type of scrapbook, pocket or digital? Frames. Storage boxes. What will be the best way to get your photos into your life to be treasured & enjoyed by everyone for generations to come?

**VIII. Photo Safe Supplies** - Choosing the correct archival photo supplies will protect the life of your photos. This is very important. Most people don't realize there is no regulation in this industry that guarantees photo safe products. To assure photo safety, know what your products are made of. Contact your local Personal Photo Organizer to see what she/he recommends. Visit APPO, the Association of Personal Photo Organizers at [www.appo.org](http://www.appo.org) or [www.thephotoorganizers.com](http://www.thephotoorganizers.com)

**IX. Reward** - Know that your efforts will pay off for generations. Not only will your family treasure the organized state you have created but you will save them from having to make decisions of what to do with YOUR boxes of photos. Doing this is your life insurance policy of memories for your family.

Handout by Melinda Hollis, Founder/Owner "Out of the Box" \* APPO Certified \* [www.appo.org](http://www.appo.org) \* (916) 729-1234  
Interview by Marcia Ramsland, The Leading Online Organizing Coach \* [www.organizingpro.com](http://www.organizingpro.com) \* (858) 752-7707