

Notes

BEFORE YOU START

What's your end goals? How do you want to enjoy your photos?
How many photos do you need to tell the story of your life?
What's your timeline for this project? Remember to consider other commitments. Do you have a budget to outsource parts you don't enjoy or cannot do yourself? Or are you planning to DIY the entire project? Print out a blank calendar to plan out your work. (This might not be possible until after you gather everything together and can see what you have.)

DIGITAL PHOTOS

SUPPLIES: External Hard Drive (to gather everything together), Large plastic tub (to gather CDs, Hard Drives, old phones, flash drives and more), notebook and pen/pencil (to write down places you may have photos, usernames and passwords)

Make a list of photo sources. Start to gather everything onto an external hard drive (including current phone pics). Once you have everything together you can use a de-duplicating software to eliminate duplicates. Next, organize into chronological order. Back up to your preferred cloud service and enjoy!

PHYSICAL PHOTOS

SUPPLIES: Large surface to spread out, Large plastic bin to gather photos, Post-It notes, 4x6 index cards (turned vertically) or other things to separate photos, empty shoe boxes (to sort), notebook and pen/pencil (to keep notes)

Plan out your work based on your goals and what you have gathered. Start sorting. Edit ruthlessly. Keep only your favorite photos and part with any blurry photos or any photos that make you feel sad.

GOING FORWARD

The good news is you will keep taking pictures because you're going to keep making fun memories! Instead of letting it stress you out, make a maintenance plan for taking care of your photos. Just like your car needs oil changes every so often, your photos need some regular TLC, too. Make it a habit!

Daily Delete: Spend 30 seconds each evening

Monthly Edit: Organize your pics from the prior month

Annual Clean-up: Tidy your photos to close out each year

And remember.....LESS IS MORE!

Thank You!

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RESOURCES

[Seagate 2T External Hard Drive](#)

[Seagate 4T External Hard Drive](#)

[Panasonic Slide Viewer](#)

[Epson Fast Foto Scanner](#)

[Digital Photo Organizing Class](#)

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