

# Unclutter

## Start Today!

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**LIKE CREATIVITY ORGANIZATION COMES FROM WITHIN.  
ORGANIZATION DOES NOT SQUELCH CREATIVITY IT FOSTERS IT**

### Why

- Sanity
- Ease of Retrieval
- Avoid duplication of effort
- Keep your genealogy out of the trash

### MINIMIZE

If it isn't original can you enter it in the computer and discard it?

### Where

- Binders
- File Folders
- Boxes
- Albums
- Electronic
- Research Binder / To Do List
- ENTER IN YOUR  
COMPUTER PROGRAM

## Assess your collection

### Media

- Paper
- Photographs
- Negatives
- Digital Files
- Memorabilia

### Type of Genealogy

- Lineage
- Ancestry
- Descendancy
- One Name
- Neighborhood
- Client Research

### Digital Collections

- E-mail
- Websites
- Photos
- Scanned Documents
- Textual Files
- Maps
- Sound Files
- Research Aids

**There is no right way and no wrong way to organize!**

## Filing Methods

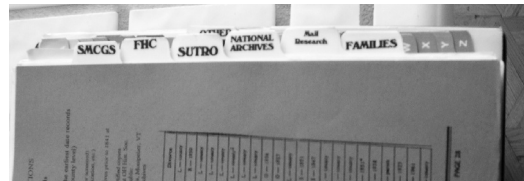
- Document Based - Numerical – Needs index
- Surname Based – System within surname
- Pedigree / Ahnentafel Based
- Individual
- Locality - Geographical
- Record Type Alpha subcategories
  - Vital - Birth, Marriage Death
  - Church
  - Estate
  - Land
  - Newspaper etc.
- Subject
- Alphabetical
- Chronological (Original Document Creation)

### Does Your system need an Index?

If it is not intuitive it needs an index. Keep the index up to date. – Genealogy Program!

### The Research Binder

- Recap of information you have
- To do lists by facility
- Extraction forms to speed research
- Facility labels
- Charts that help in research
- Research Calendars (to record items searched with NO result.



### Digital Files

**File Folder Structure** - Use the same basic file folder structure you use for paper.

#### Share Files

- Attach individual files to email
- Copy multiple files and folders to CD - method of writing to CD will be dependent on the software on your computer.
- If you do not have a CD writer, copy files to a jump drive and take to an office support store [i.e. Kinkos] and they can copy them to a CD.

# Backup

#### File Management Cheat Sheet

**New Folder** – right click on desktop or in file where you want to folder, select NEW from menu, select FOLDER from menu. Type in folder name. Use same method as Rename Files to rename a folder

**View Files** - Dependent on version of windows. Be sure to have file folders showing in explorer bar for ease of navigation. Right click on a file and PREVIEW. This works for picture files, text files and some others, again depending on computer. From Menu Bar select view, select THUMBNAI LS for pictures or DETAILS to see dates and file sizes. [Vista - Thumbnails have been replaced by ICONS]

**Rename Files** - right click on file, select RENAME from menu, type in new file name. Be sure to use the same extension name [txt, pdf, jpg, etc.]

**Move files** - open folder where folders are now. Open folder where you want to move files to. Drag files from one folder to the other. It is possible to drag multiple files by holding down

## Use Your Genealogy Program to the Max

When looking for a program look for

- True Bibliographic Formatting [Footnotes, Endnotes]
- Text in Sources [Email, Letters, Interviews]
- Repository Information [Find the material again if needed]
- Sources and Notes with each event [Organize the story as you go]
- To do notes
- Attaching files
- Text Formatting
- Export Reports to Word Processing Program
- Ability to notes to places

## Start Today

### Set Goals

Be Relenting but Relentless

- Relentless - No Internet? No Big Research Days...until...
- Relenting- A Little is Better than Nothing..... so .....

### Develop a Mantra

I Will Organize .... Organization Is Fun

### To Do

- Tackle a little bit at a time
- Sort to big stacks and then each stack to little stacks
- Create a Master to do list [piles]: to read; to contact; to scan; to enter in computer; to file
- Never go backwards: always put away the days work and a few items more
- Think before you buy – is this really going to help my research or organization or is it just another fun toy.

### Bibliography

Want to know more? Check out the following books, articles and websites.

Hoenig, John M., *"Tips on Getting and Staying Organized"* Family Chronicle May/June 2004

Leak, Barbara E., editor, *"Organizing Your Work: Numbering and Filing Systems"*, Tracing Your Family Tree: How to Begin. 4th edition. Auburn, Calif.: Placer County Genealogical Society, 2003

Whitaker, Beverly Delong, *Beyond Pedigrees: Organizing and Enhancing Your Work*, Salt Lake City: Ancestry 1993

<http://www.getorganizednow.com/> Get Organized now web site

[www.familyrootsorganizer.com](http://www.familyrootsorganizer.com)

[osulibrary.oregonstate.edu/archives/handbook/chapter2/filing.html](http://osulibrary.oregonstate.edu/archives/handbook/chapter2/filing.html)

<http://www.clooz.com/> download demo [Electronic Filing]

<http://www.genealogytoday.com/guide/thepast/> Organizing the Past: For when you wake-up one day and notice you have a large "Family Mound" instead of a well-pruned Tree! ©) Software Wonders of NJ

# Organizational Goal Sheet

Specific - Measurable - Deadlines - In Writing

Goal	Tools needed to complete	Deadline[s]	Complete

**Rewards for completing steps:**
