

FAMILY MEMORABILIA AND PHOTOGRAPHS

STEVIE ORGANIZING SERVICES – S.O.S.

919-345-2846

www.organizeclutter.com

help@organizeclutter.com

- 1.** The most important step in dealing with the piles of photographs you have saved is to recognize that the piles will only get larger if you don't start with some type of plan soon. The memorabilia will just continue to accumulate. Make the decision that you will start by deciding to deal with the photos you collect from today on. Ignore the piles of yesterday's memories until you have developed a system that will work for you.
- 2.** Decide how much time you are willing to set aside for this project. Will you be able to devote several days, a week, a month or just work on it now and then? Many times it is possible to set up a "photo work station" on a card table in the corner and process photos for a set period of time each evening. By breaking the project into smaller chunks, it will be more manageable.
- 3.** When you receive your developed film (if you don't have a digital camera) first you'll want to throw away any of the photos you don't like. For example, the out of focus shots or the one where part of your head is cut off. Those are the obvious ones. Then there are those that you just don't like for whatever reason. It's okay to throw those out.
- 4.** If the photos aren't dated, put the date on them. If not on each photo, at least on the envelope they came in. Also document the event that is taking place in the photos.
- 5.** When you start this project set up mailing envelopes for your relatives and friends. As you sort the photos, pick out the duplicates and mail them to those you love. Everyone likes to receive pictures in the mail. Photos that don't have meaning to you may be special to someone else.
- 6.** Store your sorted and labeled photos in an out-of-the way location, such as a closet. Don't store them in an attic or garage where humidity, moisture and insects can destroy them. After all your hard work, you don't want to find them ruined.
- 7.** If you have children who are old enough to be involved in decisions as to what will happen to the family memorabilia, be sure you include them in the process. When you pass on family heirlooms and memorabilia, do it without strings being attached to the item or treasure. Let them decide what they want to do with it.
- 8.** When you are ready to start sorting photographs:
 - Choose a comfortable place to work, out of the way of busy family members or active children.
 - Set up the area where you can leave the project out until it is finished (the ideal situation, but not always possible).
 - Sort through the pictures- file, distribute or, destroy.
 - If you are still keeping and using negatives, be sure to label and file them so you can find them when and if you need them.
 - Identify photos – label and date either individually or by package.
 - Categorize the photos – either chronologically or by subject.
 - Select the albums or photo boxes and decide how and where they will be stored.