

The Genealogist's ORGANIZATION CHEATSHEET

1 MARK
as you work
mark your papers
for easy filing later.

2 SORT
before you
file put papers into
piles accordingly.

3 FILE
file all your
papers in respective
binders and files.

Weekly

On a weekly basis do these three things.

1 BINDER
make sure all
the research in your
binders is active.

2 FILES
move papers
from binders to files
if it is not active.

3 BOXES
group related
bulky files into
bankers boxes.

Monthly

On a monthly basis do these three things.

1 LABEL
update all
labels to make sure
they are accurate.

2 INDEX
create an
index for the con-
tents of each box.

3 ASSESS
decide if the
system you have in
place is working.

Yearly

On an annual basis do these three things.