

GETTING ORGANIZED CHECKLIST

- Gather together all the information you have found – certificates, photos, etc
- Decide on an organizational methodology (file cabinet, binders, etc.)
- Procure materials that will support your method of organization.
- As you gather information, write it down and then file it!
- Familiarize yourself with forms that may assist you in organizing the genealogical information you collect.
- Select the appropriate forms you need to match the information you have.