



Episode 13: Organize Your Records

5 Minute Challenge— Pick an organization system!

Steps:

1. Understand the different types of files you want to organize.
2. Establish a place to keep your files. Physical=filing cabinet, box, or folders. Digital files=Location on computer where you want to keep everything.
3. Organize what you have. Create a folder for each family.
4. File information by a consistent piece of information.
5. Keep good notes! Notes serve as an index for all types of files.



Vocabulary

Organization system:

Personal method for preserving and locating research easily. (Share your best methods with others).

Notes:

Records of the research you've done, where it is kept, and how to access it.

Helpful hints:

Ultimately, your goal should be to organize items so you can find them again.

Organize as you go.

Find a system for both types of files that works for YOU!
Ask friends about their systems.

Stick to it!

