

FINDING PHOTOS CHECKLIST

Before the first meeting, you'll want to have the client gather all the photos (and perhaps documents and objects) to be included in the organizing project. Even if it is a project to be done in phases, having it all collected in the beginning helps the planning process. Adapt this form to fit your business' brand and client acquisition workflow.

BEFORE WE START

- ☐ Computers/phones updated
- ☐ Have cords for all devices
- ☐ Have website logins/passwords as needed

FINDING DIGITAL PHOTOS

- ☐ Desktop/laptop/tablet
- ☐ Phone - current and old ones
- ☐ Camera - is there a memory card inside?
- ☐ Memory cards (e.g. Compact Flash, SD, microSD, Memory Stick, etc.)
- ☐ Thumb drives
- ☐ External hard drive
- ☐ CDs and DVDs
- ☐ Email - photos included in emails to save?
- ☐ Photo cards/calendars
- ☐ Photo sharing websites (e.g. Flickr, Shutterfly, Snapfish, Photobucket, SmugMug, PictureTrail, Fokti, Imgur, Ipernity, jAlbum, Mylio)
- ☐ Photo retailer websites (e.g. Costco, CVS, Walgreens, WalMart, Target, Sam's Club)
- ☐ Family history websites (e.g. Ancestry, FamilySearch, MyHeritage, FindMyPast, FamilyArc, Geni, Treelines)
- ☐ Social media (e.g. Facebook, Instagram, Twitter, Pinterest, Tumblr, LinkedIn)
- ☐ Cloud storage (e.g. iCloud, Google Photos, Dropbox, OneDrive, Amazon, pCloud, SpiderOak, SugarSync, OpenDrive, Zipcloud, MediaFire, Team Knowhow, Tresorit, Mega, Storj, Sync, JottaCloud, FlipDrive, JustCloud)
- ☐ Online backup (e.g. Backblaze, Carbonite, CrashPlan, iDrive, SOS Online Backup, Livedrive, ElephantDrive, Zoolz)

FINDING PRINT PHOTOS

Check all rooms - closets, desks, storage bins, basement, attic, etc.

- ☐ Photo albums and photo books
- ☐ Professional photo packages (school, sports, headshots, events)
- ☐ Scrapbooks
- ☐ Framed photos





10 TIPS FOR ORGANIZING PHOTOS

1. Gather All Your Photos in One Place
2. Decide on a Storage Solution
3. Create a Consistent Naming System
4. Use Folders and Subfolders
5. Utilize Tags and Keywords
6. Regularly Back Up Your Collection
7. Declutter and Delete Unnecessary Photos
8. Maintain Your System Regularly
9. Share and Enjoy Your Photos
10. Consider a Professional Organizer

KRISTEN GOODMAN, CERTIFIED PHOTO MANAGER

ClickingwithKristen.com

Phone 239.877.6710 Email kristen@clickingwithkristen.com

Below is a link for the Archival Methods digital catalog.

<https://www.archivalmethods.com/#>

The discount code for Archival Methods is **ClickingwithKristen20** for 20% off their purchase.



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kristen@clickingwithkristen.com



www.dennisgoodmanphotography.com



941 4th Avenue North, Naples, FL 34102