

HOW TO ORGANIZE YOUR PHOTOS

Cheat Sheet

1. ONCE A MONTH

Schedule a time each month. Give yourself 1-2 hours to get through all the steps depending on how many pictures you take! I like to do my January pictures at the beginning of February; February pics at the beginning of March, etc...

2. START CURRENT

Start with THIS MONTH. Once you develop the habit of working on pictures monthly, AND once you experience the awesome feeling of having your current photos organized (and eventually in albums), then you can go back and do OLD albums as you have the time

3. GATHER FROM EVERYWHERE

Phone, DSLR, E-mail, Texts, Facebook, Instagram, Google Photos, other shared sources.

TIP

When you see a picture you want to keep in email, social media or a text, immediately save it to your phone album or photo software on your computer.

4. MAKE ONE ALBUM

Put all the pictures you just gathered in 1 album and label it with the MONTH, YEAR. Do not label by event... you will regret it later.

5. DELETE

Do a quick scroll through your entire album and delete all the obviously crappy ones: blurry, ridiculous kid faces, etc. If you have 20 pictures of the same moment, pick your favorite 1 or 2. (You will love yourself for this later.)

6. DELETE SOME MORE

If you are a compulsive picture taker, DELETE MORE.

Less is more when it comes to pictures in the digital age!

7. EDIT (optional)

Most photo organizing software has some version of an **Auto Enhance** button. Even that quick step often brightens the picture and enhances the colors.

Skip this if it sounds like torture.

8. BACKUP!

Copy the whole folder of organized, paired down, edited pictures to a SECOND location... just in case. A hard drive or cloud storage option will work. (I like Google Photos!)