

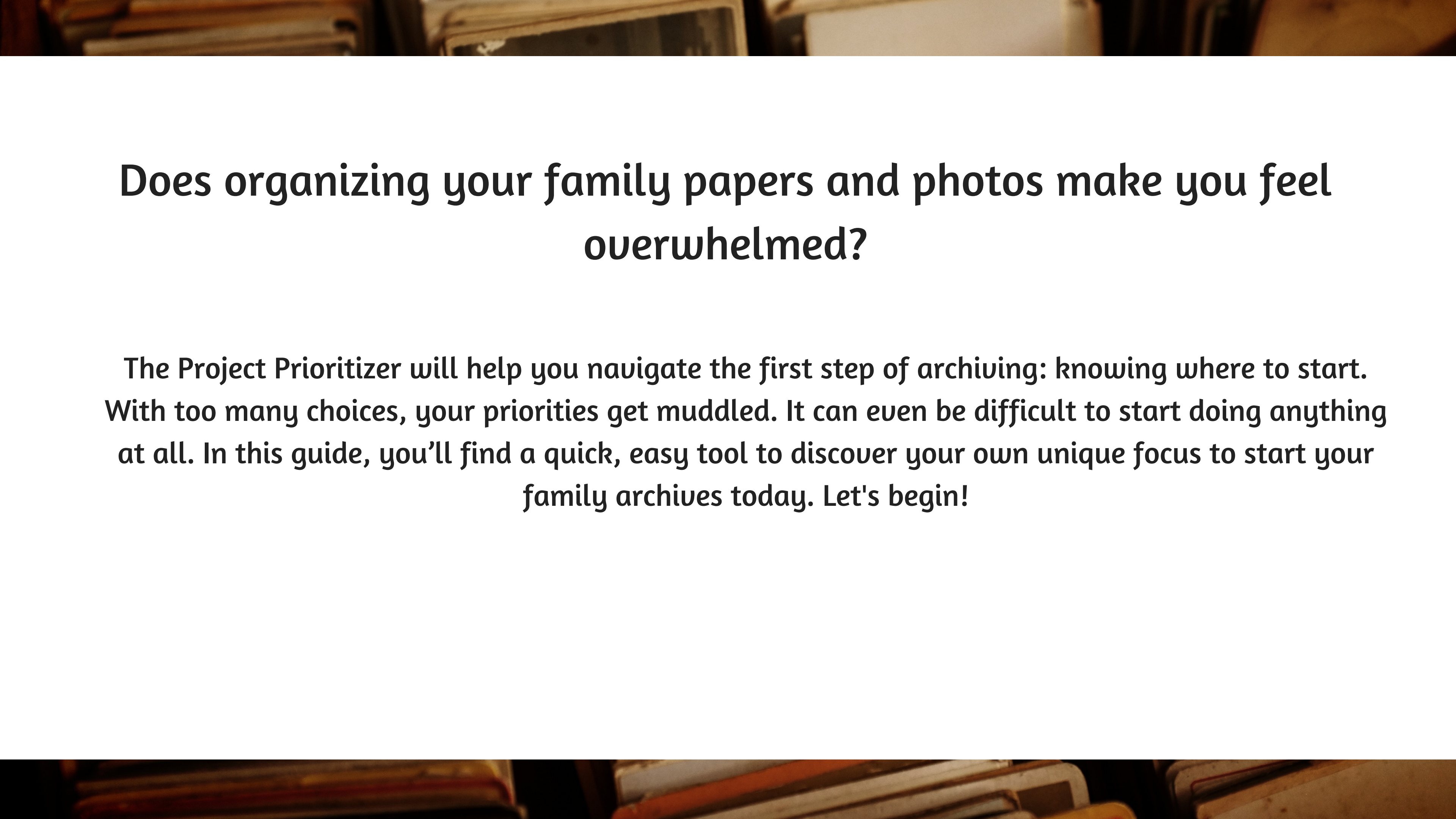


Project Prioritizer

A tool for determining where to start
with your family archives

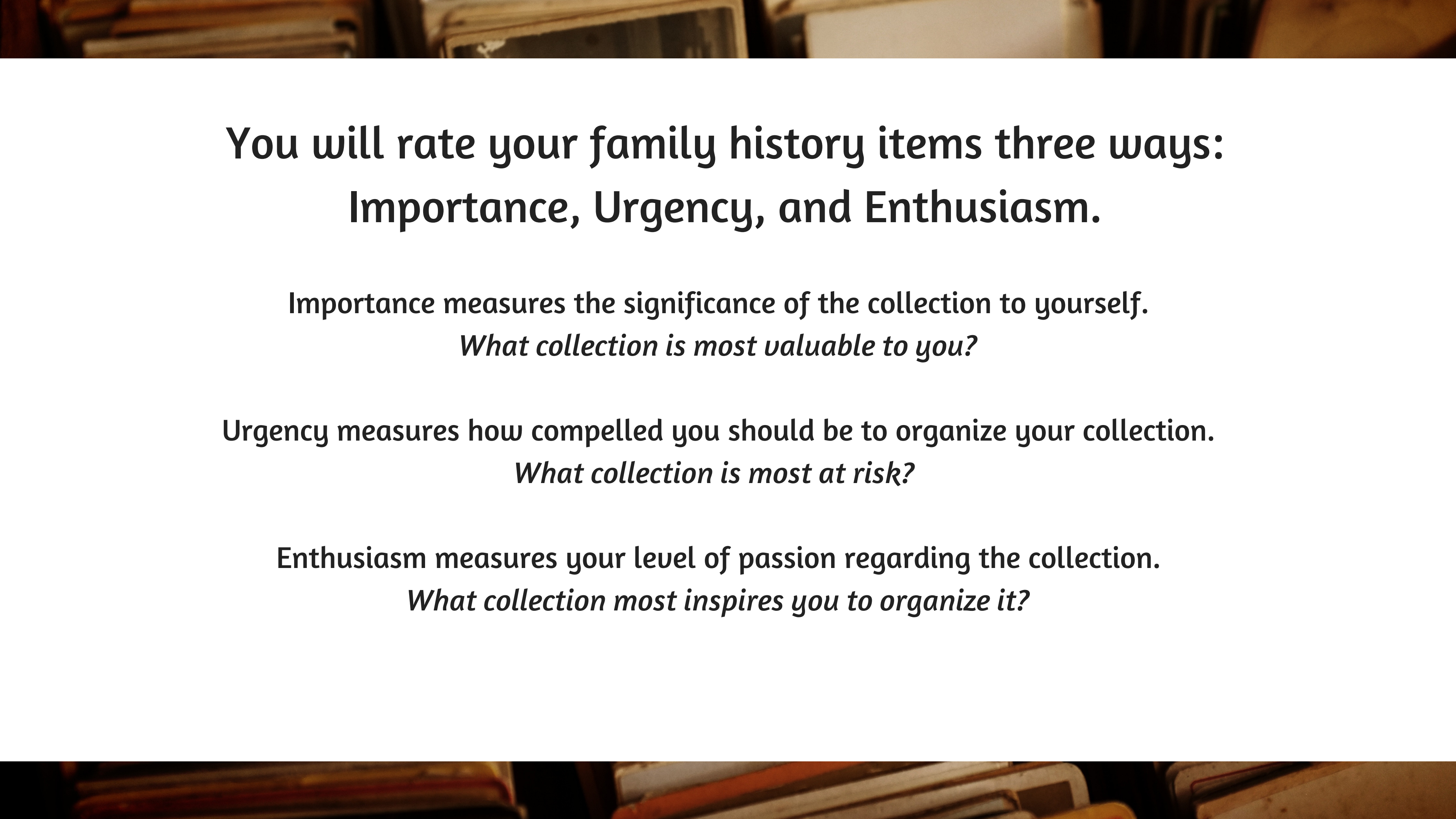
by Margot Note, Author of *Creating Family Archives*

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Does organizing your family papers and photos make you feel overwhelmed?

The Project Prioritizer will help you navigate the first step of archiving: knowing where to start. With too many choices, your priorities get muddled. It can even be difficult to start doing anything at all. In this guide, you'll find a quick, easy tool to discover your own unique focus to start your family archives today. Let's begin!



**You will rate your family history items three ways:
Importance, Urgency, and Enthusiasm.**

Importance measures the significance of the collection to yourself.

What collection is most valuable to you?

Urgency measures how compelled you should be to organize your collection.

What collection is most at risk?

Enthusiasm measures your level of passion regarding the collection.

What collection most inspires you to organize it?

List and Rate Your Collections

List groups of your family papers or photographs that you wish to organize. Then, rate each collection on its importance, urgency, and enthusiasm, with 4 representing the greatest level.

	Importance	Urgency	Enthusiasm	Total
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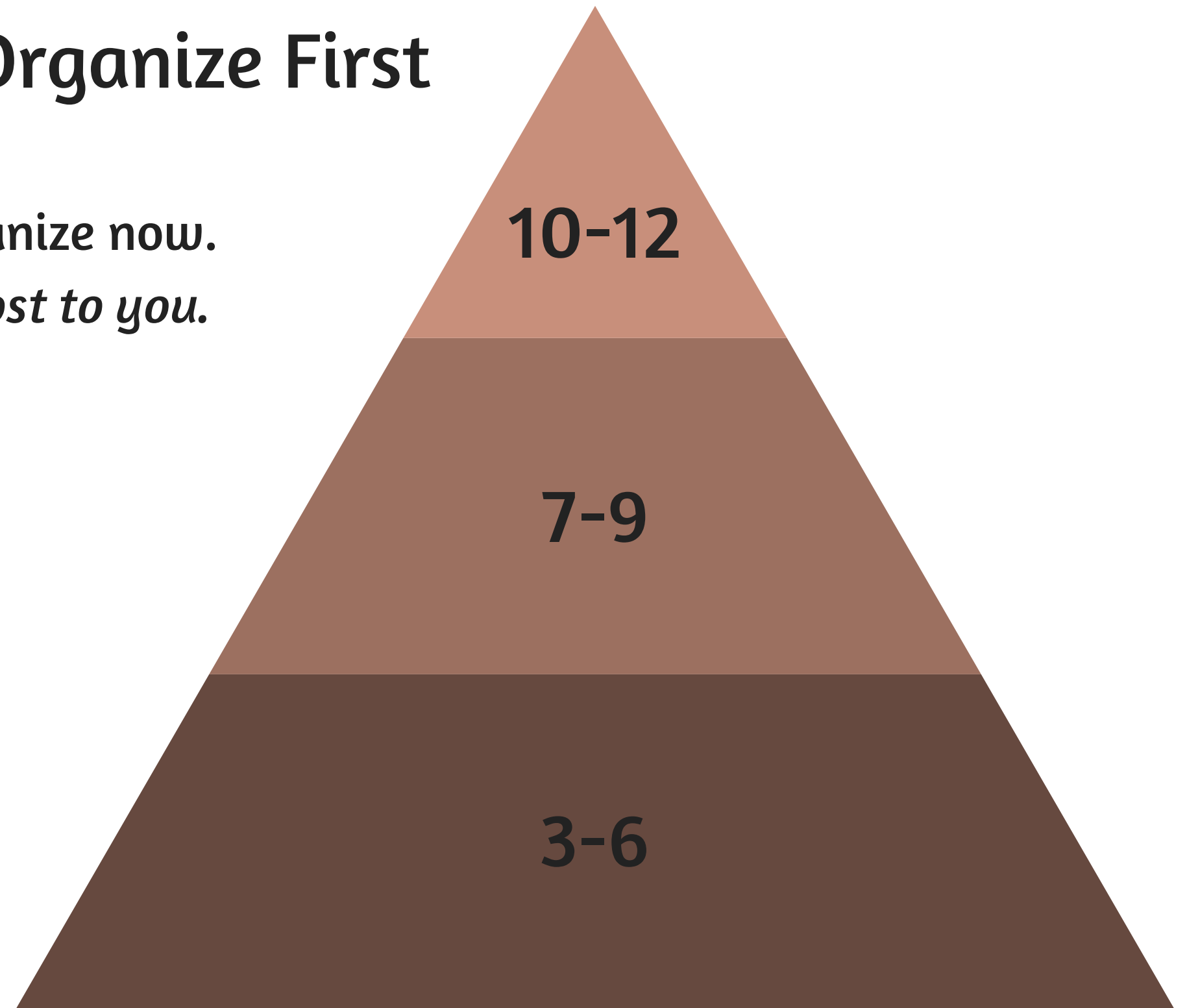
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Your Results Determine What to Organize First

Collections rated 10-12 are ones that you should organize now.
Focus on these collections because they matter the most to you.

Collections rated 7-9 can be done later.
Once you organize your prioritized collections, you will feel energized to tackle these groups.

Collections rated 3-6 may be done last.
Some collections may not have to be organized at all, as long as they are in a safe location.



Take the Next Step



Creating Family Archives
will help you protect your memories.

Buy it at <https://amzn.to/2Sdo8Bz>

Learn more at margotnote.com/creatingfamilyarchives