

//Organize Every Room

Photo Sorting Checklist



**A SIMPLE STEP-BY-STEP GUIDE
TO ORGANIZING YOUR PRINTED PHOTOS**

Photo Sorting Checklist



A SIMPLE GUIDE TO ORGANIZING DECADES OF PRINTED PHOTOS

STEP 1: GATHER ALL PRINTED PHOTOS

- Loose prints from drawers
- Envelopes from developed film
- Old albums
- Photo boxes
- Negatives
- School portraits
- Holiday/event photos
- Framed photos you've replaced
- Oversized or professional photos

STEP 2: CREATE SIMPLE SORTING PILES

- Childhood
- Teen years
- College
- Early adulthood
- Marriage
- Baby/Toddler
- Kids
- Holidays
- Vacations
- Pets
- Family history
- Events
- Everyday life

STEP 3: DECLUTTER WITHOUT GUILT

Remove:

- Blurry shots
- Duplicates
- Random scenery or object photos
- Photos of people you don't recognize
- Negative memories

- Slight variations of the same moment

Reflection prompts:

- Does this bring me joy or peace?
- Does it tell a story I want to remember?
- Will it matter in ten years?

Photo Sorting Checklist

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STEP 4: CHOOSE YOUR STORAGE SYSTEM

Options:

- Archival photo boxes + dividers
- Clear photo cases
- Smaller themed albums
- Scrapbook-style albums for oversized prints
- Memory boxes

STEP 5: BUILD YOUR ALBUMS (OPTIONAL)

Album ideas:

- Baby/Toddler
- School Years
- Family History
- Holidays
- Vacations
- Weddings
- Yearly "Our Life" Album

STEP 6: PRESERVE FAMILY PHOTOS

- Sort by family branch or decade
- Label names while someone remembers
- Scan fragile photos
- Store originals in acid-free archival boxes
- Create digital copies if needed

STEP 7: FINAL TOUCHES

- Label boxes, dividers, and albums
- Add notes or stories
- Display albums where they're easy to enjoy

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Photo Sorting Labels

Cut out these labels and place them on piles or trays while sorting.

Childhood

Holidays

Teen Years

Christmas

College

Vacations

**Early
Adulthood**

**Family
History**

Marriage

Pets

Baby/Toddler

**Special
Events**

Child #1

**Give to
family**

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Photo Sorting Labels

Cut out these labels and place them on piles or trays while sorting.

Child #2

**Everyday
Life**

To Scan

**Oversized
Photos**

Keep

To Declutter

Maybe

**Give To
Family**