

If I Had To Do It Over Again

Presented by Lynn Palermo

Organize

The Family Curator

Denise May Levenick, The Family Curator

<https://thefamilycurator.com/>

"Productive and efficient genealogists have an organized system to handle paper and digital files. They develop good habits for filing information, and reap the benefits of easy access and retrieval."

Why Organize?

- Find needed information quickly.
- Communicate what you've accomplished in your research.
- Avoid duplication of effort.
- Consistent record-keeping will help keep you on track.
- Clutter control!
-

Tips for an Effective Organization System

- Use a Consistent File-Naming Scheme
- Keep it Super Simple
- Allow Your Process to Evolve
- Get Comfortable with Going Digital and Purge the Paper
- Test drive a new system before making a complete transition

Popular Filing Systems

File by Individual

- Surname/Individual

File by Couple or Family Group

- Surname/Couple or Surname/Family Group

File by Person Number

Family File

Colour Coding Different Family Lines

Too Late, It's Already a Mess

1. Start with small manageable chunks
2. One surname, one ancestor at a time
3. Paper-Scan-File
4. Repeat

Cite Your Sources

Kathryn Lake Hogan

Looking 4 Ancestors

<https://www.looking4ancestors.com/>

"Write your source citation first thing when you begin looking at a new record or resource. This will keep you organized and prevent you repeating research you've done before."

If I Had To Do It Over Again

Presented by Lynn Palermo

What to Cite

Author, Title, Repository (for publications the place published and publisher; for unpublished material the repository and address), Date, Page. Optional library or archive call number, Brief comment about the source

10 Steps to Getting Your Citations Under Control

1. Identify one main line and one ancestor closet to you. Begin There.
2. Identify all your sources for this ancestor
3. Cite your sources in a genealogy software program or manually. I use RootsMagic.
4. After recording all citations for our ancestor now is an excellent time to make a research plan.
5. Invest in a copy of Evidence Explained by Elizabeth Shown Mills.
6. Print off an individual summary for each ancestor.
7. Each time you complete an ancestor, tag or note which ancestor is done, so you know where you left off.
8. Create a schedule.
9. Rinse and Repeat.
10. After you have completed each of your main lines, you can go back and begin your offshoots.

Don't Skim Documents

Amy Johnson Crow

<https://www.amyjohnsoncrow.com/>

"When we just skim through the document looking for specific facts, we lose not only the context of those facts, but we miss out on a lot of detail that could be helpful to our research."

Avoid Skimming

1. Read the entire document
2. Don't rush to the next shiny object
3. Read it several times
4. Make Notes
1. Review your documents

Keep Track of Sharing

Ruth Blair

<http://familyhistorysearches.com/>

"Put your stamp on every page of information you send out."

How to Track Your Sharing

1. Pages – paper or digital turn them into PDFs and add your information in the header or footer.
2. Keep track of emails, file them
3. Before sharing your family tree – Is it accurate?
4. Keep a correspondence log.

If I Had To Do It Over Again

Presented by Lynn Palermo

Visiting Archives/Genealogy Vacations

Randy Seaver

<https://www.geneamusings.com/>

“Not taking enough vacation/research trips that included visits to major repositories.”

How to Make Your Genealogy Trip a Reality

- Decide Now is the Time
- Make a Bucket List
- Research and Narrow it Down
- Connect with the Archives
- Walk in Your Ancestor’s Footsteps
- Save Your Money and Set a Deadline

Genealogy Education

Patricia Greber

<https://mygenealogylife.ca/>

“I have found many opportunities for genealogy education; genealogy societies, Facebook groups, Twitter groups (#genchat #AncestryHour), online courses, webinars, conferences, even cruises, there is so much on offer. I encourage you to explore all the possibilities and have fun learning about your ancestors.”

Where to Learn Online and Off

Conferences – Conference Keeper <http://conferencekeeper.org/>

Webinars – OGS - <https://ogs.on.ca/webinars/>

Legacy Family Tree - <https://familytreewebinars.com/>

Social Media – Twitter and Facebook

#Genchat <http://www.genealogygenchat.com/>

#AncestryHour <https://www.ancestryhour.co.uk/>

Facebook - 12,000 Genealogy Facebook Groups <https://socialmediagenealogy.com/genealogy-on-facebook-list/>

Archives – Classes, Speakers BIFHSGO <https://bifhsgo.ca/cpage.php?pt=29>

- Monthly education talks
- Monthly presentations
- Annual conference
- Quarterly journal
- Research guides
- Presentation videos and handouts (Members Only)
- Resources and handouts (public access)
- YouTube

Blogs - Geneabloggers Tribe <http://geneabloggerstribes.com/>

Keep a Research Log

Copyright Lynn Palermo 2018 www.thearmchairgenealogist.com www.familyhistorywritingstudio.com

If I Had To Do It Over Again

Presented by Lynn Palermo

Lorine McGinnis Schultz

Olive Tree Genealogy

<https://www.olivetreegenealogy.com/>

“One of the areas I fail at is keeping a standard research log. I find it time-consuming, boring and so onerous a task.”

Purpose of a Research Log

1. Create an Action Plan
2. Keep yourself Organized
3. Allow Instant Recall
4. Reduce Do-Overs
5. Help Analyze Data

Interview Your Family Members

Paula Stuart Warren

<http://genealogybypaula.com>

“I figured I had plenty of time to interview certain relatives. Turns out I did not. I have a cassette tape recorder and a digital recorder. Now it’s too late for that older generation.”

Tips for Interviewing Family Members

1. Prepare for Interview
2. Create a list of questions
3. Decide how you will record
4. Call Ahead
5. Start with an Icebreaker
6. Ask Open-Ended Questions
7. Come with a Pedigree Chart
8. Lead the Interview
9. Be Flexible

Don’t Wait to Write

Lynn Palermo, The Armchair Genealogist

www.thearmchairgenealogist.com www.familyhistorywritingstudio.com

“Writing your family history does not have wait until the research is done. I wish I had started writing earlier.”

How to Add Writing to Your Genealogy Toolbox

- Don’t let fear hold you back
- Don’t wait for the research to be done
- Educate Yourself
- Start Small – One Ancestor One Story