

GOC Challenge #7 – Mementos, Project Planning, Journaling Notes



Goals for this Challenge

- Make it easy to find journaling notes and mementos
- Add journaling and mementos to your digital photos
- Learn to create a “Project Planner” for maximum efficiency

Step 1 – Gather

- Gather all your mementos into one spot

Step 2 – Choose your storage system

Options:

- File folders
- [Fab Files](#)
- Oversized manila envelopes
- The flat 12x12 boxes you’ve emptied during the paper sorting process.
- Scan items and add them to your digital photo files

Step 3 – Sort and Label

- Add labels to your chosen storage option (physical or digital), then put them in chronological order.
- Sort mementos into these containers by event.
- Info to include: event name, date, location of pictures (physical and/or digital), location of journaling notes
- File or store (if boxes), chronologically

Step 4 - Creating a Project Planner

What is a “Project Planner”?

A Project Planner provides a place for everything you need in one easy-to-access “book”. I recommend a [12x12 binder](#), but you can use a large Ziplock bag. Use ScrapRack pages to store items in project groups.

- o Sort pictures into [Perfect Six page](#) pockets grouped as layouts – I use 6 pictures

per 12x12 page as my guide. Again, you can also use other products for sorting by layout. Refer to the [Photo Organization Challenge](#) class for more info on this.

- Use pocket pages to organize mementos behind the photo storage page.

- o [12x12 pocket pages](#) work great for adding any special products you've purchased to go with your pictures and memorabilia.
- o Use [re-positional tabs](#) to label each event in your holding album.
- o For creating multiple albums (family, grandparents, individual children), use a chart to reference main events and number of layouts.
- o Put your chart in the front of the Project Planner Spinder. When you complete each layout, you can cross it off the list. You'll know you're done with all the albums when your pockets are empty. Then you can reload the pockets and create another holding album for your next project.

Benefits of using a Project Planner

- Ease of access to your supplies
- No duplication of handling materials
- Easy to go to a crop or scrap at home
- Perfect when shopping for coordinating products
- You don't have to rely on your memory for multiple albums with similar layouts.

Challenge #7 Checklist

- Sort your memorabilia into a filing or storage system.
- Create an "incoming" memento organizing station or kit.
- Label mementos with location of coordinating pictures and journaling notes.
- Add notes to your family timeline if appropriate.
- Create an on-line journal on your computer desktop so you can easily add to it. If you use a smart phone, include the journal in your "sync" function so you can add notes using your phone.
- Start a Project Planner for your next or current scrapping project.
- Sort 1 container of photos (if needed)
- Sort 1 container of other "stuff" (if needed)
- Sort 4" of paper (if needed)
- Post your progress on the [FaceBook group](#) or send us an email
- When you complete this challenge, celebrate with reward #7

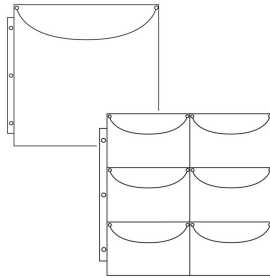


Products Tiffany talked about in Class:

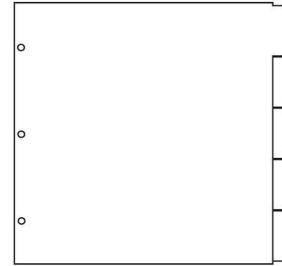
[12x12 Craft Binder](#)



ScrapRack Holding Album Pages. [SuperSized Single](#) or [Perfect Six](#).



[ScrapRack Dividers](#)



[Fab File A4/8.5x11](#)



[Expanding Project Planners](#)



[Shut Your Flap tabs](#)

