Genealogy Checklist

Step One - Organize

- ☐ Create a research plan outlining objectives
- ☐ Establish filing system
- ☐ Decide on which genealogy software to use (if any)
- ☐ Print research log to document information along the way
- ☐ Create folders or albums to store digital files and photos

Step Two - Gather

- ☐ Make list of people to interview
- ☐ Determine which interview to use - Family Interview or Simple Interview
- ☐ Interview family member
- ☐ Follow up with any additional questions after interview

Step Three - Family Tree

- ☐ Print Ancestry Chart or create an account if using genealogy software
- ☐ Start the family tree with known information
- ☐ Build out the family tree and make notes for any follow up required
- ☐ Document sources using digital notes or Research Log

Step Four - Research

- ☐ Make a list of sources to research information
- ☐ Going person by person, use the tips on the Celtic website to find more information
- ☐ Note any red flags if information doesn't seem complete or correct

Step Five - Collaborate

- ☐ Make a list of at least three resources to look at for more information on the family tree
- ☐ If necessary, create accounts for websites that require a login