

82 WORDS, 30 SECONDS

## BE PREPARED

A DISASTER CAN STRIKE ANYONE AT ANY TIME, BUT A **NAPO** PROFESSIONAL MEMBER CAN HELP YOU BE PREPARED FOR ANYTHING. IT HELPS TO KEEP A WRITTEN LIST OF IMPORTANT PHONE NUMBERS. **P**REPARE AN EMERGENCY EVACUATION KIT WITH FIRST-AID SUPPLIES, A FLASHLIGHT, WATER, AND BLANKETS. **F**OR EXPERT ADVICE ON WHAT ELSE TO INCLUDE AND HOW TO PRESERVE YOUR MOST IMPORTANT INFORMATION, YOU CAN TURN TO THE PROFESSIONAL ORGANIZERS IN THE **NATIONAL ASSOCIATION OF PRODUCTIVITY AND ORGANIZING PROFESSIONALS**. **FIND A PRO TODAY AT [N-A-P-O--DOT--NET](http://N-A-P-O--DOT--NET).**