

Storm Damage Protection: Denver Productivity Expert Mary C. Kelly Shows How to Protect Important Documents

"In Case of Emergency, Break Glass!" product and speech shows how to organize important legal documents in your life

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DENVER, Oct. 31, 2012 /PRNewswire/ -- Freak acts of nature such as this week's storm and other natural disasters could leave families scrambling to find important legal, medical and insurance documents that could cost them hundreds of thousands of dollars and cause untold amounts of stress from disasters, said Colorado Productivity Expert Mary C. Kelly, PhD.

She created "In Case of Emergency," a simple, effective and affordable system that stores important information in one safe place.

"Few of us plan for the very worst kind of emergency," said Kelly, a retired Navy Commander who presents speeches and consults with companies and associations for disaster planning. "None of us like to think of these possibilities, but planning for the worst is the best gift you can give your family, your friends and your business."

Saving a family the anguish of chasing 3-5 years of medical bills, possibly losing their house, recovering insurance money, and avoiding the huge hassle and expense that come with a difficult legal battle during a time of emotional pain is supremely important.

"I never intended to make 'In Case of Emergency, Break Glass, Organize Your Life!' a program, but I think it is the most important work I do," said Kelly.

"When corporations asked me to do personal disaster planning programs for their employees, I created a tabbed binder system and a fill-in-the-blank manual that organizes life's important documents in a simplified, easy to follow and efficient way. The participant response is phenomenal," she said.

"I suggest compiling a comprehensive binder that includes all of the necessary paperwork, and let important people know where the binder is located in the Letter of Instruction," she said.

To [avoid stress in times of emergencies](#) and help loved ones find information quickly, she suggests the binder contain documents concerning financial, legal, medical, business, and spiritual information, as well as a section dedicated to your business and finances to include bank records, credit cards, investments, retirement plans, contracts, debts, and recurring payments.

"One of the most important documents needed to get started is a Letter of Instruction that tells people close to you who to call, where the important paperwork is, and what needs to happen right away in case you are no longer functional, such as giving your child their asthma medication," she said.

The Letter of Instruction is not a legal document so it does not have to go through a lawyer. Write this out on your computer and send it to people who would be affected in the event of your incapacitation, such as your office assistant, siblings, family, and neighbors. The reason this is so important is it allows people to know what needs to happen immediately, and they can begin to take action on your behalf.

"What happens if you're in a terrible accident and you die? What happens if the accident only incapacitates you? What happens if you develop a life ending disease?" she said. "Are we prepared if something happens to us?"

Kelly offers a free checklist at www.organize-you.com/refills to help start the binder. There are also free downloadable child-care forms, senior care forms, and dog and cat care forms that help families think about their own disaster plan.

To see if you are fully organized, Kelly offers a free 10-question quiz at www.organize-you.com/test-quiz-page

About Mary C. Kelly

With over twenty years of leadership experience and a diverse background leading teams in the U.S. and abroad, Dr. Mary Kelly makes productivity and leadership a reality for all levels of an organization. She trained over 40,000 military personnel and led multi-cultural teams in 11 countries.

Dr. Kelly delivers tools that increase productivity and profits.

She is a renowned leadership coach, speaker and author, specializing in maximizing available resources. She has extensive experience in human resources, finance, insurance, organizational leadership, and project development.

She is a graduate of the United States Naval Academy and spent over 20 years on active duty in intelligence and logistics. She retired from the Navy as a commander. She has masters' degrees in history and economics, and a PhD in economics.

She is the author of 10 books, including [In Case of Emergency, Break Glass!](#) and the accompanying DVD and CD.

SOURCE Mary C. Kelly