

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 13 JUNE 1972

Establishment Officer Series 19

PROGRAM DRILL

A majority of people cannot follow a written program. Yet all legal projects are in program form.

The reasons are various. But when programs are not understood they can be cross ordered, abandoned, left half done and the next thing you know you have a backlog (HCO P/L 26 Jan 72 Issue I, Not Dones, Half Dones & Backlogs).

There can be (and usually are) other situations that prevent the doing of a program. Out Ethics (P/L 3 May 72), PTS or SP (P/L 5 Apr 72), lack of understanding of a Product or Exchange, an unmanned or undermanned area are the commonest reasons. But when all these have been handled, there can be two other reasons - the written project itself is bugged so it can't be done (needs special equipment or finance or is outpointy or doesn't apply) or THE PERSONS CONCERNED JUST CAN'T DO A PROJECT. The former of these reasons is seized upon all too often to excuse the latter WHICH USUALLY IS THE CASE. They can't execute a project and prefer cross orders because the orderliness of a project or what it is, is not understood. Therefore, to handle this we have the following project drills.

The person is just to do these, honestly, each one, from targets 1 on.

DUMMY PROJECT 1

PURPOSE: To learn to do a Project.

MAJOR TARGET: To get it done.

PRIMARY TGTS:

1. Read this P/L down to "Dummy Project 1".
2. Check off each one when done.

VITAL TARGETS:

1. Be honest about doing this.
2. Do all of it.

OPERATING TARGETS:

1. Take off your right shoe. Look at the sole. Note what's on it. Put it back on.
2. Go get a drink of water.
3. Take a sheet of paper. Draw three concentric circles on it. Turn it over face down. Write your name on the back. Tear it up and put the scraps in a book.
4. Take off your left shoe. Look at the sole. Note what is on it. Put it back on.
5. Go find someone and say hello. Return and write a despatch to your post from yourself as to how they received it.
6. Write a despatch from your post to yourself in proper despatch form Volume O OEC correcting how you wrote the despatch in 5 above. File it in your hat.
7. Take off both shoes and bang the heels together three times and put them back on.
8. Write a list of projects in your life you have left incomplete or not done.
9. Write Why this was.
10. Check this project carefully to make sure you have honestly done it all.
11. List your cognitions if any while doing this project.
12. Decide whether you have honestly done this project.
13. Hand all written papers including the scraps in the book over to your Est O or senior with a proper despatch on top Dummy Project No. 1 Completion.

END OF PROJECT

DUMMY PROJECT 2

PURPOSE: To learn about production.

MAJOR TARGET: To actually produce something.

PRIMARY TARGETS:

1. Get a pencil and 5 sheets of paper.
2. Situate yourself so you can do this project.

VITAL TARGETS:

1. Read an Operating Target and be sure to do it all before going on.
2. Actually produce what's called for.

OPERATING TARGETS:

1. Look very busy without actually doing anything.
2. Do it again but this time be very convincing.
3. Work out the valuable final product of your post. Get help from your Est 0 or senior as needed.
4. Straighten up the papers in your in basket.
5. Take sheet 1 as per primary targets above. Write whether or not No. 4 was production.
6. Pick over your in basket and find a paper or despatch that doesn't contribute in any way to your getting out your own product.
7. Answer it.
8. Take the second sheet called for in the primary target. Write on it Why the action in 7 is perfectly reasonable.
9. Take the third sheet of paper and draw the correct comm lines of your post.
10. Get out 1 correct product for your post, complete of high quality.
11. Deliver it.
12. Review the operating targets and see which one made you feel best.
13. Take the 4th sheet of paper and write down whether or not production is the basis of morale.
14. Take the 5th sheet of paper, use it for a cover sheet and write a summary of the project.
15. Realize you have completed a project.
16. Deliver the whole project with papers to your Est 0 or senior.

END OF PROJECT

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