

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 SEPTEMBER 1980
ISSUE I

Remimeo

(The contents of this policy have been taken from an LRH OODs item of 15 May 71 and are now being issued in policy form to bring forth the wealth of data formerly issued in the Flag "Orders of the Day".)

Admin Know-How 36

Data Series 50

Esto Series 42

Org Series 42

OUT OF SEQUENCE

Out of Sequence is the most common outpost according to a survey of despatches and projects a couple months ago.

The thing which gets most commonly out of sequence is the pattern of The Key Ingredients as covered in HCO PL 14 Sept 69.

The correct sequence for a piece of work would be to plan, obtain materials, and then work.

If this is made into work - plan - materials, everyone works hard but no product will result.

As production is what morale depends upon, a smash of morale would occur if the Key Ingredients were thrown out of sequence.

Omitted data runs a close second to Out-of-Sequence as the most common outpost. •

When the sequence of a work project is thrown out and then data like technology of how to do it is omitted, a group could work itself half to death and have down morale as well from no product.

The right way to go about it is to have the tech of a job, plan it, get the materials, and then do it. This we call organizing.

When this sequence is not followed, we have what we call Cope. Too much cope will eventually break morale. One copes while he organizes. If he copes too long without organizing he will get a dwindling or no product. If he organizes only he will get no product.

Coping while organizing will bit by bit get the line and action straighter and straighter and with less work you get more product.

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