

HOW TO HANDLE WORK

COURSE CHECKSHEET

NAME _____ **Date started** _____

Course Reference Book: Problems of Work, by Hubbard

{The potential gain from this course is directly related to the care you take in clearing your misunderstood words - if you get bored, agitated, tired or don't get something **CALL YOUR SUPERVISOR IMMEDIATELY}**}

COURSE PRODUCT: A student who knows and can apply the data in the Course and has the ability to improve his working situation.

You may do the exercises while studying each chapter. All write ups are turned in to the supervisor and all demos are checked out by the supervisor.

0. Fully word Clear:
a) Problem _____

b) Work _____

I. CHAPTER 1

1. Study Chapter One _____
2. Figure out and write up how much time you spend at work and thinking about work. _____
3. Write up 2 examples of people you have known that have been out of work and estimate their mental state. Now compare with those people you know with good secure jobs. _____

II. CHAPTER 2

1. Study Chapter 2 _____
2. Write up your experiences with security & insecurity and relate them to knowing and not knowing _____
3. Write up some of the things you have experienced that makes work unpredictable _____
4. Clay Demo "Luck" (destiny not personally quided) _____

5. Clay Demo the definition of Confusion (p.21) _____
6. Word clear the following:
 - a) Doctrine _____
 - b) Stable _____
 - c) Datum _____
7. Clay demo the doctrine of the stable datum _____
8. Study the section under "list 11" - Invalidation-on pages 167 & 168 of "Self Analysis" _____
9. Write up a time when you or someone you knew handled a confusion by getting one Datum _____
10. Write up an example from your own experience
 - a) Bad Control _____
 - b) Good Control _____
11. Demo how a person makes another confused (p. 28) _____

III. CHAPTER 3

1. Sutdy Chapter 3 _____
2. Word Clear and define to your supervisor the word "Purpose" _____
3. Demo for your supervisor: work "activity with purpose" _____
4. Write up some things you produce at work _____
5. Demo for the supervisor how ones purpose can be invalidate and what the result is _____
6. Write up what you think the purpose of your job is _____

IV. CHAPTER 4

1. Study Chapter 4 _____

2. Write up some examples of bad control and what you think the intention behind it was _____
3. Clay Demo the Cycle of Action _____
4. Demo that control consists of Starting, Changing and stopping _____
5. Write up some examples of how lack of Control could effect ones finances _____
6. Write up some instances from your own experience of individuals stuck in
 - a) Starting _____
 - b) changing _____
 - c) stopping _____
7. Write down several cycles of action you should stop. In the next few days end them one way or another and write up how you felt. _____

(If you are experiencing confusion or control difficulties in life, you should be informed that there are processing procedures especially designed to handle such difficulties.)

V. CHAPTER 5

0. STUDY CHAPTER 5 _____
1. Define the following words to your supervisor.
 - a. Freedom _____
 - b. barrier _____
 - c. Purpose _____
2. Look up the word Problem in the Tech Dictionary, Clear it and Clay Demo "Problem" _____
3. Invent (make up) several problems, write them down and give them to your supervisor _____
4. Write up some games you have seen or have been involved in which were actually invented _____

5. Identify a few "opponents" to the game of having more money _____
6. Clay demo the dwindling spiral of control.
(p. 64 para.2) _____
7. Write up sometimes you felt you should be careful about something _____

8. Exercise:

- a. Pick a location where you have experienced a loss of control (pain, loss, or failure). Tell what happened to the supervisor _____
- b. Go to that location and touch the walls, window ledges, tables, desks and chairs etc, ascertaining the feel of each one and carefully locate each item with regard to the walls and other items in the room _____
- c. Write up what happened and any realizations you had and hand in to the supervisor _____

VI CHAPTER 6

1. Look up and clear in the Tech Dictionary
 - a. Affinity _____
 - b. Reality _____
 - c. Communication _____
2. Study Chapter 6 _____
3. Clay Demo "Affinity" _____
4. Take a \$20 bill
 - a. Find 10 things about it that you like _____
 - b. Think of 10 things you could buy with it that you like. _____
5. Drill with another student "Give me that money" until you can do it with high ARC and the twin feels good about giving it to you _____
6. a. Write up 5 things people should be concerned _____

about but are not _____

b. Look around at some of your acquaintances and name some you think are in sub apathy in an area _____

7. Write up some instances you have noticed different emotional tones expressed in a person's communication _____

8. Drill:

a. Find someone in your environment you would like to talk to about something _____

b. Meet with them and establish reality by finding something with which you both agree _____

c. Find things about the person you can like (it is ok to tell them, but isn't mandatory) _____

d. Talk to the person about what you wanted _____

e. Write up your findings, results and realization you had. _____

9. Do #8 on a number of people until you are confident you can do it. _____

10. a. Write up some "tools" of you work _____

b. Run "Touch and Let go" on each until you feel better about the tool _____

c. Write up what happened _____

11. Optional:

a. Find someone who is having work troubles and run touch and let go on them _____

b. Notice how they feel about work the next day _____

VII. CHAPTER 7

1. Study Chapter 7 _____

2. Write up instances from your own experience of children & teenagers being prevented from

working. _____

3. Write up a few of the injuries or shocks a person could receive related to work that may lead to eventual exhaustion. _____

4. Write up by describing the personalities of someone you have noticed who is:
 - a) Introverted _____
 - b) Extroverted _____

5. Demo the relationship between confront & work _____

6. Drill: Take a walk
Go outside and walk around the block and look at things as you walk. _____

7. During or after work when you feel tired do the process "Take a walk"

*Don't forget to walk **through** the exhaustion

*Don't forget to **look** at things

The process is on pages 95 & 96 - do it exactly as stated. do not jog or run but "take a walk" and look at things until the tiredness leaves

(remember, one gets more tired at first and then gets fresher)

Write up what happens when you take a walk _____

8. When next you get agitated or upset - "take a walk" until "an extroversion from the situation is achieved"
Write up your findings and hand them in _____

9. Process:

Go to a well populated place (a mall, the airport, etc.) and look at people - continue this until you feel kinder towards people. _____

NOTE: You are to do this every afternoon after work or when people get to you for at least 2 weeks.

Note and write up what happens as you do that, any realizations you have and how this effects your havingness on money, clients and life in general.

Bring the write up in to your supervisor _____

VIII. CHAPTER 8.

1. Study Chapter 8

Life Tech. processing & training improve intelligence, ability, affinity, reality & communication.

Write up any areas of your Life that you feel processing would help towards greater success

2. Study "First Aid"

3. Drill First aid with a class mate until you are confident. Have the supervisor check you out

Write up any wins, realizations, cognitions, up statistics, etc. you have had during the time of doing this course and hand those in along with this checksheet to your supervisor.

Optional: You are invited to make an appointment with Don or Chris to discuss areas in your work or life that you would like to develop greater ability and havingness in.

CONGRATULATIONS
very well done

END OF COURSE!