

BOARD POLICY LETTER
28 May 1974

PROBLEMS OF WORK CHECKSHEET

NAME:

ORG/MISSION:

POST:

DATE STARTED:

DATE COMPLETED:

PREREQUISITE: None

LENGTH OF COURSE: 1 week full time.

STUDY TECH: Be sure not to go by a word you don't fully understand. Look it up in a dictionary or other reference source and get the word clarified, or understand before proceeding ahead.

SEQUENCE: The course is done once through as indicated. An asterisks (*) denotes that the item is a starrated item.

PRODUCT: A trained and an effective person who uses Problems of Work data on his post or job and in life.

CERTIFICATE: The graduate of this course checksheet is awarded the Problems of Work Certificate (Provisional). The person must now demonstrate he has achieved the product of this checksheet by actual evidence. He presents this evidence to C&A in order to receive a validation gold seal on his certificate.

INTRODUCTION

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| 1. | HCO PL 17 June 70 | TECHNICAL DEGRADES | _____ |
| 2. | HCO PL 15 June 70 | KEEPING SCIENTOLOGY WORKING | _____ |

CHAPTER ONE

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|----|------------------|---|-------|
| 1. | Problems of Work | Read: On what does holding a job depend? Page 9. | _____ |
| 2. | CLAY DEMO: | How the goal of the man in the work-a-day world is security relates to your own life. | _____ |
| 3. | CLAY DEMO: | Relate to your life how the chaos of insecurity exists in the chaos of data about work and about people. | _____ |
| 4. | ESSAY: | Write up how your own life wouldn't be understood if the parts of life aren't understood (such as work and security). | _____ |
| 5. | DEMO KIT: | Show 5 ways insecurity exists in the absence of knowledge in your own life. | _____ |
| 6. | ESSAY: | Write up how a knowledge of the general underlying rules would bring about security of life in your own life. | _____ |

CHAPTER TWO

*1.	Problems of Work	Read: Handling the confusion of the work-a-day world. Page 14	_____
2.	CLAY DEMO:	The word confusion.	_____
3.	DRILL:	Search out 5 examples of confusion somewhere, and write up what you observed. Turn this in to the supervisor.	_____
4.	DEMO KIT:	Five different ways how a confusion is only a confusion so long as ALL particles are in motion.	_____
5.	CLAY DEMO:	How confusion is the basic cause of stupidity in one's own life.	_____
6.	DRILL:	a) Make a list of 10 stable data used in life by you. b) Then demonstrate how you apply each one of them in real life.	_____
7.	CLAY DEMO:	How a body of knowledge is built from ONE DATUM, which is its STABLE DATUM.	_____
8.	TAPE: 26. Oct. 55	STABLE DATUM AND THE STUDY OF SCIENCE	_____
9.	DRILL:	List some stable data of other subjects than Dianetics and Scientology. Turn in the list to the Supervisor.	_____
10.	ESSAY:	Write up why a stable datum does not have to be the correct one, or true in order to keep things from being in a confusion and on which others are aligned.	_____
11.	CLAY DEMO:	Axiom 53: A stable datum is necessary to the alignment of data.	_____
12.	DRILL:	a) Find an area in your own personal life where some data could be aligned. b) Now locate a stable datum to align that area, and go ahead and align the area by using that stable datum.	_____
13.	CLAY DEMO:	How confusion is uncertainty.	_____
14.	DRILL:	a) Find 5 examples of this from your own life. b) Now handle the confusions of each one of these, until you have gained certainty.	_____
15.	CLAY DEMO:	Certainty	_____
16.	DRILL:	a) Find 5 examples of certainty from your own life. b) Now write up how you used stable data and confusion data to gain these certainties.	_____
17.	CLAY DEMO:	Bad control.	_____
18.	CLAY DEMO:	Good control.	_____
19.	DRILL:	Observe 5 examples each of good and bad control. Write them up and turn them in to the supervisor.	_____
20.	ESSAY:	Write up what the difference is between good and bad control and what intention has to do with control.	_____
21.	DRILL:	This is a confusion. All particles are in motion, what do you do? Give 5 examples of this from your real life. Turn them in to the supervisor.	_____
22.	TAPE: 06. Oct. 55	STABLE DATUM AND CONFUSION	_____

23.	TAPE: 25. Oct. 55	THE HANDLING OF CONFUSION	_____
24.	TAPE: --. Aug. 55	CONFUSION AND STABLE DATUM	_____
25.	TAPE: 13. Dec. 56	CONFUSION AND STABLE DATUM	_____

CHAPTER THREE

*1.	PROBLEMS OF WORK	Read "Is work necessary?" page 20	_____
2.	CLAY DEMO:	How an understanding of life is necessary to the living of it relates to your own life.	_____
3.	CLAY DEMO:	The definition of play.	_____
4.	CLAY DEMO:	The definition of work.	_____
5.	DRILL:	Give 5 examples each of play and work (as defined in this chapter) from real life.	_____
6.	ESSAY:	Write up why it's necessary to have a purpose in life, and how this relates to your own life.	_____
7.	CLAY DEMO:	How life is basically a created thing.	_____
8.	DRILL:	Give 5 examples of how you created life today. Turn in to the supervisor.	_____
9.	CLAY DEMO:	How the stable datum to the confusion of existence is WORK, as it relates to your own life.	_____
10.	CLAY DEMO:	How the stable datum of work is PURPOSE, as it relates to your own life.	_____
11.	CLAY DEMO:	Show how the only way to hold a job is to make it every day, to create it and keep it created, as it relates to your own life.	_____
12.	ESSAY:	Write up why a stable datum for life itself is the basis of good living as well as good job-orientation. Turn it in to the supervisor.	_____

CHAPTER FOUR

*1	PROBLEMS OF WORK	Read: the secret of efficiency, page 9.	_____
2.	CLAY DEMO:	The word control.	_____
3.	TAPE:	DEFINITION OF CONTROL	_____
4.	CLAY DEMO:	The anatomy of control.	_____
5.	TAPE: --. Aug. 56	START-CHANGE-STOP	_____
6.	TAPE: 04. Mar. 57	CONTROL	_____
7.	DRILL:	Start some things, until you can do it easily.	_____
8.	DRILL:	Change some things, until you can do it easily.	_____
9.	DRILL:	Stop some things, until you can do it easily.	_____
10.	DRILL:	Give 5 examples of your Starting-Changing-Stopping something today. Turn in to the supervisor.	_____

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| 11. ESSAY: | Write up how the entire subject of control is summed up in the ability to start, change and stop one's activities, body and his environment. Turn it to the supervisor. | _____ |
| 12. CLAY DEMO: | A habit is simply something one cannot stop. | _____ |
| 13. ESSAY: | Write up why it's necessary to be able to stop something in order to handle a confusion, as it relates to one's life. | _____ |
| 14. ESSAY: | Write up why it isn't enough to just start, or change, or stop things, and why you have to be able to do all three of these things equally well in order to control life. Turn in to the supervisor. | _____ |
| 15. DRILL: | Give 5 examples from your own life showing the necessity of being able to start-change-stop things. | _____ |
| 16. ESSAY: | Write up how confusion is contagious, and give several examples of this. Turn them in to the supervisor. | _____ |
| 17. DRILL: | Show in some way how doing a good job is the secret of control itself. Turn in in writing what you did to the supervisor. | _____ |
| 18. CLAY DEMO: | What happens when a person consistently seeks to operate outside his own area so that he doesn't handle his own area capably. | _____ |
| 19. TAPE: 05. Dec. 52 | CYCLES OF ACTION | _____ |
| 20. TAPE : 13. May. 54 | DEFINITION OF ACTION AND TIME | _____ |

SECTION FIVE

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| *1. PROBLEMS OF WORK | Read: Life as a Game, page 36 | _____ |
| 2. CLAY DEMO: | A game consists of freedom, barriers and purposes. | _____ |
| 3. TAPE: 07. Feb. 56 | THE GAME OF LIFE | _____ |
| 4. DRILL: | a) Find and list 10 examples of games in your own life. b) Enumerate what the freedom, barriers and purposes are in these game. | _____ |
| 5. ESSAY: | Write up what a person does if he lacks problems, opponents and counter-purposes to his own? Turn in to the supervisor. | _____ |
| 6. ESSAY: | Write up why to be capable of controlling things and to be capable of leaving things uncontrolled are both necessary to a good life and doing a good job. | _____ |
| 7. DRILL: | a) Go to your post area, and touch or handle all the various things you work with and the surroundings in which you work.
b) Now touch something in your post area, and let go. Do this number of times until you feel good about the things in your area. | _____ |

CHAPTER SIX

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| *1. PROBLEMS OF WORK: | Read: "Affinity, reality and communication", page 43. | _____ |
| 2. CLAY DEMO: | Affinity | _____ |

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|----|------------------|--|-------|
| 3. | CLAY DEMO: | Reality | _____ |
| 4. | CLAY DEMO: | Communication | _____ |
| 5. | CLAY DEMO: | How these are interdependent one upon the other. | _____ |
| 6. | TAPE: 20. May 54 | DEFINITIONS A-R-C | _____ |
| 7. | DRILL: | Find 5 different people with whom you have spoken recently, and by getting into communication with them, raise the ARC triangle. Write up the results, and turn them in to the supervisor. | _____ |
| 8. | CLAY DEMO: | a) The points of the Tone Scale, as outlined in this chapter.
b) Raise the tone level of 5 different people individually | _____ |
| 9. | ESSAY: | Write up how the A-R-C Triangle is intimately bound up with an ability to control and an ability to leave things uncontrolled. | _____ |

CHAPTER SEVEN

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| *1. | PROBLEMS OF WORK: | Read: "Exhaustion", page 51. | _____ |
| 2. | CLAY DEMO: | The word exhaustion. | _____ |
| 3. | CLAY DEMO: | The relationship of exhaustion to control. | _____ |
| 4. | CLAY DEMO: | The word Introversion. | _____ |
| 5. | DRILL: | Observe 5 people who are introverted, and write up how they look. | _____ |
| 6. | CLAY DEMO: | The word extroversion. | _____ |
| 7. | DRILL: | Observe 5 people who are extroverted, and write up how they look. | _____ |
| 8. | TAPE: 27. March 57 | EXTROVERSION - INTROVERSION | _____ |
| 9. | CLAY DEMO: | The relationship of introversion to exhaustion. | _____ |
| 10. | DEMO KITS: | Work is the application of attention and action to people or objects located in space. | _____ |
| 11. | ESSAY: | What should a person DO after continually fixing upon some object of work? Turn in to the supervisor. | _____ |
| 12. | DRILL: | "Take A Walk" as per this chapter. Write up the results and turn in to the supervisor. | _____ |
| 13. | ESSAY: | Why is the extroversion of attention as necessary as work itself. | _____ |
| 14. | DRILL: | Do the "Look Them Over"-drill. Write up the results and turn them in to the supervisor. | _____ |
| 15. | CLAY DEMO: | a) Introversion results in weariness, exhaustion and then inability to work.

b) Find 5 people who are introverted and extrovert them with positive results. Write what you did and the results and turn into supervisor. | _____ |
| 16. | DRILL: | a) Write up how you would handle exhaustion if it occurred to another.

b) Now handle another as you would do it. | _____ |

CHAPTER EIGHT

- *1. PROBLEMS OF WORK: Read: "The man how succeeds", page 60. _____
- 2. CLAY DEMO: The ingredients of success. _____
- 3. DEMO KIT: How all the empty space in the structure of this work-a-day world is at the top. _____
- 4. ESSAY: Write up why people are important. Turn this in to the supervisor. _____

APPRENTICESHIP SECTION

- 1. DRILL: Apply "Problems of work for two days in life and on post and then write up in detail what you did to apply the book's tech, all of it, and how it resulted in higher success. _____

I attest that I have completed the requirements of this checksheet, that I have no misunderstands and that I know and can apply the materials of the course.

STUDENT ATTEST: _____ DATE: _____

I attest that this student does know and can apply the materials of this course and has no misunderstands on the materials.

SUPERVISOR ATTEST: _____ DATE: _____

EXAM GRADE: _____ DATE: _____

EXAMINER: _____ DATE: _____

This person has met full requirements of the Problems of Work Checksheet and is awarded the Problems of Work Certificate. The person must now demonstrate he has achieved the product of this checksheet by actual evidence. He presents this evidence to C&A in order to receive a valiation gold seal on his certificate.

DIR C&A: _____ DATE: _____

POL Bill Thomas
 Flag Compilations Chief
 Revised by
 W/O Ron Shafran

Training & Services Aide
Authorized by AVU
For the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:SW:RS:BT:nt