

PROACTIVE SYLLABUS



"We have to learn the rules of the game. And then, we have to play better than anyone else!" **Albert Einstein**

The responsibility is given us for continually making things as comfortable and convenient as possible. It is an inherent managerial obligation. Briefly, home is also a *social-business organization*. The decisions we make as leaders therein impact greatly on everyone and everything, respectively. In this view, it is entirely our prerogative to deliver on that. This crash course, when sincerely completed, can enable us to do exactly!

Table of Contents

[Go the Distance!](#)

[Crash Course Overview](#)

[Recommended Study Requirements for Maximum Benefit](#)

[Crash Course Lineup](#)

[Special Study Strategy](#)

[Ancillary Resident Strategic Studies](#)

Go the Distance!



Go the Distance!

Intro

Ideally, **Protocol & Performance** is expected to be successfully completed within a *14-consecutive-Day* period. The minimum study requirement is 15 minutes each day. Consistency is key. To get the most out of this unique two-week crash course, it is recommended that we **learn, remember, and practice** as much as we can.

Well before we have successfully conquered the basic recommended strategies of this exclusive crash course, we will have learned more than most private home decision makers in America in this realm of resident-contractor relations. This is especially applicable to making better decisions. Our benefit: Better Results!

The reason is simple: Most private home heads in our country *have not, are not, and will not* learn much more than they already know about resident-contractor relations. They are handicapped by the absence of conscientious effort to always learn more about this. They are not “*driven.*” There is a documented *absence of interest and initiative* for always improving our *protocol* in this regard. Therefore, *performance* toward thwarting dishonest individuals in the building trades is *poor*. These of us are easy targets. Presumably, we are tackling this two-week crash course because we *refuse* to be.

Protocol: *An intact system for guiding decision-making.*

Performance: *Value of results – poor, mediocre, or excellent.*

** On the overall, it is documented that those who are among the most driven [in any special area of life], are those who are among the most comparably successful. That is the normal, natural synopsis of human nature and our success ratios in under-performing or excelling in key areas of our lives.*



Crash Course Overview

This is a 14-Day (2-week) crash-course. This means we have an opportunity to successfully absorb and internalize a wide mix of basic crucial information within 2-consecutive-weeks. Most residents will not learn in an entire lifetime what we can during this relatively brief period.

Among quite a few things we can learn to enable us to make safer and wiser related decisions:

- How to better prepare ourselves for each home maintenance and/or improvement project for which we may require contractor assistance.
- The importance of rightly evaluating our financial preparedness/ethics to avoid making costly decisions.
- Honing our managerial skills for being more confident about doing necessary research, FIRST, on contractor candidates.
- Developing protocol for selecting best contractor candidates to interview.
- How to use a special standardized contractor screening system for expediting *service validations* (deep reputation checks).
- More!

[Back to Top](#)

Recommended Study Requirements for Maximum Benefit

To successfully complete this course, it is earnestly recommended:

1. We have solitude a private study or office (no distractions).
2. We are ready to do so (mentally, emotionally, and spiritually).
3. We have desktop-laptop study and 8.5" x 11' printing capability immediately available in our study or office - for maximum involvement.
4. We use regular writing instruments and paper for taking notes which we can later digitize to our mobile devices.
5. Once we create and start our schedule, stay with it until complete.



Solitude for Maximum Involvement

Crash Course Line Up



Day 1- Stop, Look, & Listen:

STOP any tendencies we may have to wander.

LOOK (focus) on the business at hand.

LISTEN intently since this crash course reaches a lot deeper than what we can readily “hear” [Figure of speech]



Day 2 – Planning:

The degree of our *Hesitancy* is largely determined by that of our *Insight*; the quality of our *Insight* determines the depth of our *Wisdom*; the depth of our *Wisdom* determines that of our *Foresight*; and the depth of our *Foresight* determines if whether or not our expectations are met. *Go the Distance!*



Day 3 - Delegating

The primary business of the home is for as much comfort and convenience as possible. Our contractor-related home project is a business operation - within the total operations of the home. Delegation of assignments to close associates for overseeing our resident-contractor relations is recommended for a more tactful approach - especially for advanced seniors and disabled.



Day 4 – Scouting & Selecting

In this lesson focus is on enhancing our strategy towards scouting for and selecting the right contractors to assist with special home projects. We will find that one of the quickest, most efficient ways for doing this is for us to go online. This **DOES NOT** mean seeking out online *contractor referral agencies* or *making deals* online with anyone. Not advised, ever! Here, we learn why.



Day 5 – Hiring – Part 1

Please be extra careful about who we hire otherwise we may suddenly find ourselves in the presence of a proverbial *monster*. The potential is very high for jeopardizing our family and property when we avoid responsibility for investing reasonable time conducting a thorough reputation check/*service validation*. *Explained*.



Day 6 – Hiring – Part 2

On occasion, we may begin to trust that the person we forego doing a proper *service validation* is an *angel*. But what sort of *angel*? The *records* know what we probably do not. *Company Reputation*, *Recent Activity*, and *Company References* are normally the most absolute determinants of whether or not contractors can be trusted. A thorough service validation will let us know every time!



Day 7 – Monitoring & Coordinating

The most successful home projects are closely monitored and coordinated to ensure staying on track. This encompasses the *full scope of project from beginning to end*. Here, there is intense concentration on not ever again '*staying out of the way*.' [?]



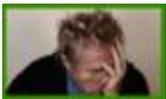
Day 8 – Payouts & Purchases – Part 1

In the realm of home contracting, there has been a misconception and *malpractice* for perhaps over 200 years of U.S. history. This naivety presupposes that it is *humble and wise* to pay a combined sum for contractor services and for '*shopping money*' entailed in contractor payment requirement: *Bid*. This is one of the most controversial subjects of this study. Please pay very close attention to learning as much as we can from this in depth lesson.



Day 9 – Payouts & Purchases – Part 2

As concerning the vernacular and meaning of *Payouts & Purchases*: It follows that part of our expectations for guiding ourselves into the future is through changing /modifying our viewpoints on certain tasks and having vernacular to reinforce them. The reason is that *how we think* and *express what we think* are complementary. The impact of our word-usage in relation to our thinking is clarified in this lesson.



Day 10 – Firing – Part 1

Invariably, it does not matter if contractors are nice, abrasive, or credible, they are not overwhelmingly there for our *friendship*. Normally, contractors are primarily there for our *money*. We need contractors there for our '*projects*' and for successfully completing them. Contractors need to be there to *convince* us they are *credible* and to *collect* it. But there can be occasions when contractors prove unworthy of this business relationship. We may not want to delay diplomatically severing it. Informative tips.

* **There is no doubt** that home is the *best wonder of the world*. Irrespective of lifestyle, our home is as much a sacred place. Even so, we may not want to tolerate the presence of penitent *bandits*.

**Day 11 – Firing – Part 2**

There is the business of home, then that of ‘nursery.’ Whining, bickering, foul mouthed, impatient, unstable, contractors are not recommended for tolerating. There is a legal form we can use ‘STOP WORK ORDER.’ It is suggested that we have an attorney-modified document of this nature to begin the process by first commanding contractors to *stop working*. Then we can discuss with our attorney the official CANCELLATION. There are ancillary recommendations for this.

**Day 12 – Settling**

In the event we have to fire someone or the whole crew, be certain there is provision for an equitable settlement....and the paperwork. It is recommended that our attorney is present at our home or whatever rendezvous when we require contractors to sign our “*Contractor’s Final Release & Waiver of Lien*” or an equivalent document. This document and related tips are also presented in this lesson.

**Day 13– Mnemonics 1**
Images For Day 1 – 6**Day 14– Mnemonics 2**
Images For Day 7 – 12

After we have consistently studied each lesson as recommended, our final two are *Day 13 – Mnemonics 1*, and *Day 14, Mnemonics 2*. Memory lessons related to this crash course. *Day 13*, contains images *Day 1 – 6*, and *Day 14*, those for from *7 – 12*. There are special tips contained in *Day 13* and *Day 14* which guide us along.

Special Study Strategy

Core Session

One 15-min period of study each day for 14 consecutive days (Day 1-14)

****Emphasis: 15-minute study time each day.***

Strategy

*Start on whichever day of the week we like. That will be our ***Day 1***.

*On whichever day we start, please be certain that all days which follow are ***consecutive*** up to the fourteenth day.

*Once we have successfully completed the 15-minute study time for ***Day 1***, mark it off on our calendar. Please do likewise for each succeeding day until we have successfully completed the crash course.

When we have *successfully* done so, we will know far more than most about making safest and wisest decisions in resident-contractor relations. But we may want to remember the stark difference between ***simply devoting time*** to any study and ***passion for learning*** from that to which we are *devoting time* - with *intent to apply*.

There is always more to learn. We can never know enough about this. But now we have far more than a running start.. We are here. Let us make the best of it. Better decisions, better results! Better *protocol*, better *performance*!

**Edited with special assistance from B. D'Amico, E. McLaughlin, and D. Madden*
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[Back to Top](#)