



Charles Haanel wrote the Master Key System to be a course with completion including a diploma. Typically correspondence was through the mail. These are the original instructions that accompanied the course.

General Instructions to Students

1. The Master Key System is copyrighted, and cannot properly be copied, loaned or made the basis of sale, barter or exchange.
2. The Master Key System consists of twenty-four parts, names of students are placed on an addressing machine and one part is mailed each week. They go forward automatically, and cannot be sent more frequently nor can they be held back.
3. All parts should be kept together where they can be quickly and readily referred to at any time.
4. Read the first part at least once each day until the second part comes. Then write the replies to the questions in the first part, cut off and mail to me.
5. Read the second part each day until the third part comes, answer the questions and continue in like manner until you have finished the course.
6. The papers will be returned to you with the correct replies for comparison. See how many questions were answered exactly right, how many were nearly right. See where you entirely failed to get the thought which was intended.
7. Practice the exercises for concentration and visualization until you are certain that you have secured perfect control of your thought processes.
8. If you do not readily grasp the thought in any part, the next part will probably make it clear.
9. Make a personal application of every method suggested, apply it in your daily experience.
10. Write letters concerning personal problems, or asking questions, on a separate sheet of paper.
11. If a part comes before you are ready for it, put it aside until you are ready. There is no occasion for haste.
12. Any error or omission will be promptly adjusted, but in this case, write, do not return the paper.
13. Use a good quality of black ink or a typewriter.
14. Write your name and FULL address on each sheet or letter.
15. Remember there are 24 parts, and that each part is necessary for a complete understanding of the subject, the Master Key System is therefore never sold except as a complete work; parts are never sold separately.
16. Report any omission or error promptly. The Master Key service is intended to be as nearly perfect as possible, and your co-operation, looking to this end will be much appreciated.
17. The letters of transmittal which reach you weekly should be carefully preserved with the lesson with which they are sent. The letter always contains a thought of particular value in connection with the lesson. They are of much value in your study.
18. The bound volume is never sold to anyone at any price, unless they have completed the study and made payment in full.