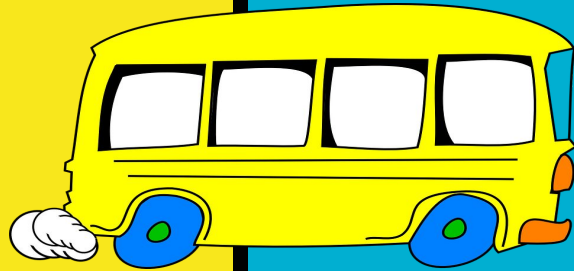


# Move Your Bus



**Part 2 - Qualities of a Runner**  
**Chapters 6 - 22**

# Chapter 6: Get There Early

**Showing up late “not only show[s] that you don’t respect the purpose of the meeting, but it also shows that you don’t respect your colleagues’ time.” (pg 45)**

**Starting meetings promptly**

**“Instead do your part to promote a culture of integrity and dependability.” (pg 46)**

**Eyes are on us all the time, admin and others perceive your work ethic when you are showing up at the bell or even late to meetings. Expectations being visible for others to feed off of for their own effort and work ethic, “public knowledge.” (pg 48)**

## Chapter 7: Wear your Good Clothes

“You want your attire to improve the look and feel of the space. Don’t allow your work ethic to ‘run’ while your outfit rides.” (pg 51)

“Not ignoring the smallest items ensures that everyone realizes that anything larger simply wouldn’t be tolerated. It’s all about respect of the environment and the people in it.” (pg 52)

Take pride in your appearance as well as your classroom. This models what you expect of your students.

# Chapter 8: Say Hello & Chapter 9: Sit with the Runners

“...if we stand strong as a unit, then everything else will fall into place. And that can start simply, with a kind greeting.” (pg 54)

“...if you spread good energy, good energy will come back to you!” (pg 54)

Reach out to other people in the building because you never know if someone has the connections or experience to help you with your vision professionally or educationally.

## Chapter 10: Ask For Help

Reach out because someone may have the answer or experience to something you are trying to implement. You don't want to spin the bus out of control because you rushed or were too prideful to seek assistance.

“Sometimes it's great to ask for direction, for help, or for clarity. It's not seen as a weakness. Instead, it makes it clear that you care enough about a project or a task to be sure you get it right” (pg 62)

# Chapter 11

Sometimes we need to hear our ideas, plans, successes, and failures, out loud from another person for the whole situation to resonate with us. Our wrongdoings can be simplified into a right or wrong, no matter how much effort we spend trying to defend ourselves because we are afraid of admitting we were wrong.

“If you want to improve constantly, then you must tinker with the bus on a consistent basis. There are always ways to be more efficient and effective, and when the members of the team feel that their speed and their methods are sufficient and don’t need to change, that is a mentality that stands in the way of progress.” (pg. 64)

“It’s important to realize that your vision of the world isn’t always as accurate as you may think it is, so you should be humble, open to suggestions, and willing to take criticism.” (pg 69)

## Chapter 12 Clean the windshield

“If you aren’t a Runner and you know you are not a Runner, you should volunteer to do the menial tasks, because the last thing the organization wants is for the Runners to have to waste their time on the mindless details.” (pg 71)

“It’s going to take you a while to get up to speed and hit your stride. But there are ways you can maximize your contribution while you’re adjusting to your new position on the bus-and one of those ways is to clean the windshield.” (pg 71-72)

The Driver will appreciate when non-Runners make these sacrifices.

## Chapter 13 Take the hint

“In any business, in any industry, you must always learn how to read the person you answer to.” (pg 77)



# **14. Listen more than you talk**

“Talk less, smile more” - Hamilton the Play

Basic rules for a meeting:

- Always have a notepad. It shows initiative.
- Be present. Don't do things to distract yourself or others like eating, constantly checking your phone, etc.
- Keep ideas to yourself if you are not willing to follow through on an idea. The team will only perceive it as you giving more work.
- Riders and walkers should only raise hands to volunteer.

**Those that contribute AND complete tasks have more weight in meeting conversations.**

## **15. Stay in your lane**

“Shortest route from point A to point B is a straight line.”

- When you spend too much time focused on what others are - or aren't - doing, you risk losing sight of your own job.
- Be supportive, but do not detract from your own goals and performance.
- Uplift and assist when necessary, but don't do anyone's job for them.
- Thought Process: If everyone focused on their own tasks and doing them well, they'd go much faster.

**STAY FOCUSED!**

## **16. Change the conversation to change the culture**

### STOP NEGATIVITY!

- Don't fill your sponge with negativity, you will never move.
- ★ How to change the conversation:
  - Use “How can we make things better?”
  - Use “How can we make a positive change?”
- ❖ Positive conversations = Positive results

**EMPOWER EVERYONE**

## **17. Allow the Runners to reap the rewards**

- It's not about how many miles logged. It's the miles per hour that counts.
- Everyone may be treated fairly, but not will be viewed as equal.
  - Some just work harder and contribute more, so these individuals deserve more
- Be happy and supportive for your Runners
  - Lift up people around you and it will help lift you up as well.
  - Runners usually have much more on their plate and are truly deserving

**Want a perk? YOU CAN EARN A PERK BY STEPPING UP YOUR  
GAME**

## **18. Exude a sense of urgency**

“People who walk slow ain’t got nowhere to go.”

- Strolling shows you are in no hurry to get anything done = lazy.
- Speed shows you have respect, strong work ethic, and desire to contribute to the team.

Urgency does not refer to just your walking speed

- No complaining, no excuses, don’t delay assignments.

**MAKE IT HAPPEN. NOTHING IS IMPOSSIBLE!**

## **18. Exude a sense of urgency** (continued)

**A Rider thinks the list is not reasonable and will make excuses why the tasks couldn't be done.**

**A Walker will finish a part of the list so that they don't in trouble.**

**A Jogger feels very content when the list is complete.**

**A Runner wants to get the list finished quickly so that more can be done.**

## **19. Find solutions**

“No excuses, only solutions”

- You raise your worth, when you offer solutions and find ways to get something done.
- Taking initiative and finding solutions will have you recognized as valuable.

**REWARDS COME TO THOSE WHO CAN WHEN OTHERS CAN'T**

## **20. Realize you are not entitled to this job**

“Check entitlement at the door.”

- Entitlement tends to lower work ethic. No one promised you a job forever.
- Participation trophies have encouraged entitlement
  - Receiving things without having to work for it means they expect things for nothing.

**BE GRATEFUL. BE THANKFUL TO BE A PART OF A TEAM.  
WORK TO EARN YOUR RECOGNITION AND PRAISE.**



## **21. Be credible**

“Backup your statements”

- When you're credible, people can rely on you.
- If you say you're going to do something, you have to do it.
  - Even with students

Be careful with the word “promise”

- o Failing to deliver will breaking that oath
- o You will have you lose credibility with student, peers, or supervisor
- o It's hard to earn credibility back
- Credibility also means:
  - Keeping deadlines
  - Providing factual information
  - Taking responsibility for mistakes and correcting those errors

“People want to be led by others who they believe have their best interests in mind and the best interests of the organization and not as a method of self-promotion.” (pg 112)

**“HONOR YOUR COMMITMENTS & DON'T MAKE COMMITMENTS YOU CAN'T KEEP”**

## **22. Pay attention to details**

“What can we do to make this a little bit better”

- Not nitpicking, but fine tuning the little details while uplifting
- Rider/Walkers have the misconception you have to do something BIG to get recognition
- Runners/Joggers realize the small things are just important

**IT'S ALL ABOUT PRESENTATION**

# **Potholes & Roadblocks**

Common mistakes that can hold you back from running:

## **1. Don't see and spread the negative.**

- a. Everyone everywhere has problems. It's your choice if you want to be the one pointing out everything wrong and being toxic OR the one that notices all the successes and beauty around them.

## **2. Don't make excuses**

- a. Be present! Be on point when it counts.
  - i. Ex. if you can't make it to after school activities, you need to give 100% when at school.

## **3. Don't let the drama on your personal bus affect your work bus**

- a. Everyone has a personal bus and a work bus. If your personal bus is not where you want it or going where you want it, you might need to check who is riding your personal bus with you.
- b. Choose who is on your personal bus carefully
- c. You might use all your energy on your personal bus and never have energy for your work bus.

# **Potholes & Roadblocks**

## **4. Don't assume you're awesome**

- a. If you feel you are not be recognized, likely you're not doing as great of a job like you think you are doing.

## **5. Don't just be good, be efficient!**

- a. Productivity.
  - i. Not just doing a good job, but getting a good job done.

*“If you want to run, you need to handle everything you do with a smile, a positive spirit, and an energy that leads to efficiency.”*

*- Ron Clark*