

Connecting

AUGUST 2021

NEWS FOR MANAGERS & MECHANICS

Get Organized Before The School Year Begins

There are many ways to stay organized in the workplace. Consider taking these steps to maximize your workplace productivity and efficiency.

Time block your days—Time blocking your days can help you focus on your tasks. Time blocking involves planning out your calendar so that you complete certain tasks at specific times of the day, which helps minimize distractions. When you use time blocks as a guide for your day, you can be flexible and adjust them as needed based on meetings and other last-minute requests you receive.

Adhere to your schedule—After you have time blocked your day, adhere to this schedule and your routine as best you can. While deviations can happen, having a schedule makes it easier to get back to the task you need to do. For example, your coworkers may rely on you to complete a task before they can do their part, so it is important to remain on schedule to ensure that you get all of your work done on time.

Write things down—Writing things down can help you remember important information and provide a place to reference your notes later on if needed. You can write things down on paper or a digital notebook, depending on what works best for you and your workspace.

Make a color-coded to-do list—When items are color-coded, it is much easier to glance at your to-do list and understand what you need to do. For example, you can color code based on each project and its priority level. By doing this, you know right away which items you need to work on first, and all tasks for a certain project are grouped together.

Clean up regularly—A clean workspace helps keep employees motivated, focused and productive. It also makes it quicker and easier to find important documents and other paperwork. Take some time each week to throw away unnecessary clutter and reorganize items into folders or desk drawers.

Avoid multitasking—Instead of multitasking, focus your efforts on completing one project or task at a time. Doing this can prevent mistakes, lower workplace stress and help you meet deadlines. You may also feel more accomplished when you're focused on a specific task without distractions, and once it's done, you can check that task off of your to-do list and use it as momentum to start your next task of the day.

Set aside specific time for emails—Instead of spending a lot of time throughout the day checking your inbox whenever a new email comes in, set aside blocks of time in your schedule to check your email. During these times, respond to priority messages, star any emails that you need to get to later and organize informational emails into folders.

For every minute spent organizing, an hour is earned — Benjamin Franklin

**HAVE YOU COMPLETED
2ND PERIOD RANDOM DRAWS?
DUE DATE IS
Aug 31st**

A 60 Year Milestone For This EVW Driver

Article by Gretta Lemke, Eden Valley Watkins Voice

"You don't have to be crazy to drive a school bus, but it sure helps," said Lou Kramer of Eden Valley, who recently reached the milestone of 60 years of driving bus. A 1956 EV-W graduate, Kramer began driving school bus in 1961.



Before driving bus, Kramer owned a farm that grew crops and milked cows. "I was hauling milk to the creamery over here, and they had me subbing on the buses. Then the creamery closed, and I kind of wanted to keep driving," he said. "I got along with the kids, and it was a lot easier than loading milk cans," Kramer explained.

Kramer's initial exposure to driving bus was through his dad. "My dad, Ted Kramer, was driving bus when I started, and he drove for 20 years." They drove for a few years together before Ted retired.

On some days, Kramer viewed driving bus as a break from a rough day at the farm.

Continued on next page

Leave everyone and everything better than we found them—Mike Hennek

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60 Year Milestone cont.

"It would get crazy some days with the farm. I would leave the farm to do an afternoon route, and then I would go back and things would look a whole lot better," he said.

Another reason Kramer has continued to drive for EV-W are the familiar faces he sees daily. "You get to see a lot of kids. I wonder how many thousand I met over the years," he said. "I know I drove a lot of third and fourth generations. Kids graduated, and, all at once, I had six of their kids riding the bus." Kramer has cycled through over 15 buses in his career so far.

The last change for Lou was when 4.0 became the new owners. "they came to us and said that working in a new area meant they were learning too," Kramer said," but they know what they are doing and how to care of us drivers."



BIRTHDAYS

AUGUST

- 15th—Tim Bode
- 27th—Mike Negley
- 28th—Lucas Schaefer

2021 Summer Workshop

What do you need to have ready and bring?

Bring questions! Issues that are affecting you could be affecting someone else. We all have experiences that could benefit another. This is a great time to brainstorm ideas and solutions to help you through the coming year.

August 12th—Managers & Dispatchers—Pioneer Bank Building - 1450 Adams Street

8:00—Coffee & donuts

9:00—Managers and Dispatchers will begin training and round table discussions

August 12th—3:30 pm Mechanics—Hilton Garden Inn - 20 Civic Center Drive



Hotel check-in before company event

4:45—Load the Bus for the Company BBQ at ISD Field

August 13th—All Staff Training—Pioneer Bank Building - 1450 Adam Street

8:00—Coffee & donuts

8:30—Training sessions begin

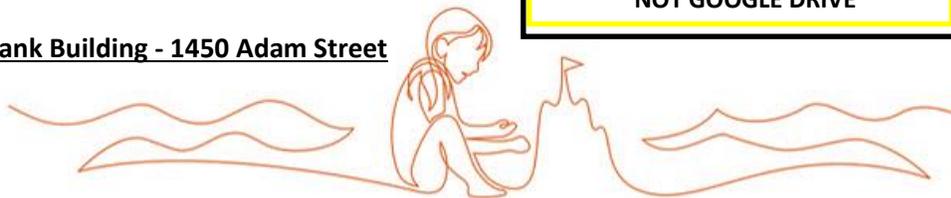
11:30—Lunch

1:30—On the road home...

By August 6th 3RD PERIOD RANDOM DRUG LIST

- ⇒ First name, Last name, DL number
- ⇒ Separate lists for CDL and Type III drivers
- ⇒ Send the list directly to Dan, not Total Compliance
- ⇒ Only send the "update driver" sheet to Total Compliance when you have a driver change

IN AN EXCEL SPREADSHEET,
NOT GOOGLE DRIVE



East Central Recruiting In The Hinckley Parade



AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 PAYROLL	5 PO LISTS DUE	6 <i>3rd Period Drivers List Due</i>	7
8	9	10	11	12 8:00am Managers & Dispatchers 3:30pm Mechanics Summer Workshop In Mankato	13	14
15	16	17	18	19 PAYROLL	20 PO LISTS DUE	21
22	23	24	25	26	27	28
29	30	31 <i>2nd Period Random Tests Due</i>				