

April 1, 2021
Thursday

April 2021						
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THURSDAY

1

7 AM

Commute (b)
(7)(F)

[S1 - PRESS] Pretape - NPR Morning Edition
*: Raymond, Courtenay (OST)

[S1 - PRESS] Prep
Microsoft Teams Meeting; SecretaryScheduler (OST)

8

[S1 - PRESS] CNN/New Day
DOT, Media Center; SecretaryScheduler (OST)

[S1] Briefing Review/Reading

[S1 - PRESS] Despierta America
DOT, Media Center; SecretaryScheduler (OST)

9

[S1 - PRESS] MSNBC/Stephanie Ruhle
DOT, Media Center; SecretaryScheduler (OST)

[S1 - PRESS] Fox News/America's Newsroom
DOT, Media Center; SecretaryScheduler (OST)

10

[S1 - PRESS] RFD TV rural hit
DOT, Media Center; SecretaryScheduler (OST)

[S1 - PRESS] Local Hits
SecretaryScheduler (OST)

[S1 - Briefing] Standing Recovery Check-in
Microsoft Teams Meeting; SecretaryScheduler (OST)

11

Lunch
SecretaryScheduler (OST)

(b)(6)
Transport

to WH

12 PM

[S1 - WH] (b)

Content Review Time
Remote; SecretaryScheduler (OST)

[S1 - WH] Film Content with WH Social Media Team
In-Person; SecretaryScheduler (OST)

1

[S1 - WH] Cabinet Meeting

2

3

4

Commute (b)
(7)(F)

[S1 - CALL] Senator Capito
**: SecretaryScheduler (OST)

[S1] Record Voicemail
SOLO; SecretaryScheduler (OST)

5

[S1 - PRESS] (b)
Microsoft Teams Meeting; SecretaryScheduler (OST)

[S1 - PRESS] NYT Interview
Microsoft Teams Meeting; SecretaryScheduler (OST)

6

[S1 meeting] Check in with Annie
Microsoft Teams Meeting; Shulman, Sophie (OST)

DOT Nightly Check-in
Microsoft Teams Meeting; SecretaryScheduler (OST)

[S1 - PERS] (b) (6)
SecretarySc

7:10pm - 7:30pm Commute (b)
(7)(F)

April 2, 2021
Fri Day

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	FRIDAY
	2
	[S1 - PERS] (b) SecretaryScheduler (OST) To Apr 6
7 AM	[S1 - PERS] (b) (6) SecretaryScheduler (OST)
8	[S1 - PERS] (b) (6) SecretaryScheduler (OST)
9	
10	[PERS]
11	
12 PM	Principals Committee - (b) (5) (b) (6)
1	[S1] Desk Time
2	
3	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST) [S1 - SCHEDULED CALL] Ben Prochazka + Robbie Diamond **; SecretaryScheduler (OST)
4	[S1 - WH] (b) (b) (6) Call
5	[S1] QUICK: Review Action Memo SOLO; SecretaryScheduler (OST)
6	
	5:00am - 5:20am Commute (b) (7)(F)
	5:20am - 6:05am (b) (6)

April 3, 2021
Saturday

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	SATURDAY
3	
	From Apr 2 [S1 - PERS (b) (6) SecretaryScheduler (OST) To Apr 6
7 AM	
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10	[S1 - PRESS] WH Briefing Zoom Meeting; SecretaryScheduler (OST) [S1 - REVIEW] Weekend Content SOLO; SecretaryScheduler (OST)
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April 4, 2021
Sunday

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	SUNDAY
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	From Apr 2 [S1 - PERS] (b) (6) SecretaryScheduler (OST) To Apr 6
7 AM	
8	[S1 - PERS] Sunday Shows SecretaryScheduler (OST)
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12 PM	
1	[S1 - PERS] (b) (6) SecretaryScheduler (OST)
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April 5, 2021
Monday

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	MONDAY
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	From Apr 2 [S1 - PERS] (b) - SecretaryScheduler (OST) To Apr 6
7 AM	
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11	[S1] Call Time
12 PM	[S1] Desk Time
Commute	Review
(b)(7)(F)	[S1] (b)(5) Chat with FTA Host + Prep for Interviews
	(b)(6)
	[S1 - PRESS] (b)(6) SecretaryScheduler (OST)
2	
3	
	Commute
	(b)(7)(F)
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	Commute
	(b)(7)(F)
6	[S1 - PRESS] Cable (b)(6) SecretaryScheduler (OST)
	Commute
	(b)(7)(F)

April 6, 2021
Tuesday

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	TUESDAY
6	From Apr 2 [S1 - PERS] (b) - SecretaryScheduler (OST)
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11	Commute (b) (7)(F)
12 PM	[S1 - PERS] SecretaryScheduler (OST) [S1] (b)
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2	(PERS) (b) (6) Commute (b) (7)(F)
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5	Commute (b) (7)(F) (b) (6)
6	[S1 - PERS] (b) (6) SecretaryScheduler (OST) 8:30pm - 9:00pm Commute (b) (7)(F)

April 7, 2021
Wednesday

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	WEDNESDAY	
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7 AM	Commute (b) (7)(F)	[S1 - PRESS] Morning Joe DOT, Media Center, SecretaryScheduler (OST)
8	[S1] Desk Time	
9	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	[S1 - PERS (b)
10	[S1 - Briefing] Standing Recovery Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	
	Content Review Time Remote; SecretaryScheduler (OST)	[S1] Desk Time/Call Time
11		
12 PM	Lunch SecretaryScheduler (OST)	
1	[S1 - MEETING] New Dems * SecretaryScheduler (OST)	
2	[S1 - MEETING] Internal - Senior Appointee Call Microsoft Teams Meeting SecretaryScheduler (OST)	
	[S1 - BRIEFING] Singapore Prep Call Microsoft Teams Meeting; SecretaryScheduler (OST)	
3	[S1 - BRIEFING] Cruise Ship Microsoft Teams Meeting; SecretaryScheduler (OST)	Walk to Studio
4	[S1 - PRESS TIME] SecretaryScheduler (OST)	
	Walk to Office	[S1] Desk/Call Time
5	[S1 - CALL] Scott Kirby, United *; SecretaryScheduler (OST)	
	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	
6	Commute (b) (7)(F)	

April 8, 2021
Thursday

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THURSDAY	
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7 AM	
8	Commute (b)(7)(F) [S1 - SCHEDULED CALL] SINGAPORE Minister for Transport, Ong Ye Kung *details to come; SecretaryScheduler (OST) [S1] Briefing Review/Reading
9	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST) [S1] Desk Time - HR Microsoft Teams Meeting; SecretaryScheduler (OST) [S1] Desk Time/Call Time Content Review Time Remote; SecretaryScheduler (OST)
10	
11	
12 PM	Lunch SecretaryScheduler (OST)
1	[S1 - CALL] Governor Pritzker Teams; SecretaryScheduler (OST) [S1 - PRESS] SecretaryScheduler (OST) [S1] DTC Time SecretaryScheduler (OST) Walk [S1 - MEETING] Administrative Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
2	
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4	[S1 - PREP] WH Press Briefing - Internal Microsoft Teams Meeting SecretaryScheduler (OST) DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST) Commute (b)(7)(F)
5	
6	
8:00pm - 8:30pm [S1 - PRESS] Chris Hayes(DOT, Media Center)	
8:30pm - 8:45pm Commute (b)(7)(F)	

April 9, 2021
Friday

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May 2021

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	FRIDAY
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7 ^{AM}	
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9	Commute (b)(7)(F)
10	[S1 - PREP] T-HUD Hearing Microsoft Teams Meeting SecretaryScheduler (OST)
	Commute (b)(7)(F)
	Content Review Time /Scheduler (OST)
	[S1 - PRESS] The View
	[S1 (b) (6)]
12 ^{PM}	[S1 - WH] Prep + Briefing
1	[S1 - WH] Digital Time with WH Digital Team
	Commute (b)(7)(F)
	[PERS] (b) (6)
2	
	[S1] Desk Time
3	[S1 - MEETING] Business Roundtable
	[S1 - BRIEFING] (b) Prep Microsoft Teams Meeting; SecretaryScheduler (OST)
4	[S1 - WH] Principals Zoom SecretaryScheduler (OST)
	[S1 - MEETING] Strategy Session Microsoft Teams Meeting; SecretaryScheduler (OST)
5	[S1 - CALL] Gina McCarthy Zoom; SecretaryScheduler (OST)
	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
6	Commute (b)(7)(F)

April 10, 2021
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	SATURDAY
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7 ^{AM}	
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9	[S1 - PERS] (b) (6)
10	[S1 - PREP] Sunday Show *: Raymond, Courtenay (OST)
11	
12 ^{PM}	[S1 - REVIEW] Weekend Content SOLO; SecretaryScheduler (OST)
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April 11, 2021
Sunday

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	SUNDAY
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7 ^{AM}	
8	Commute (b)(7)(F) [S1 - PRESS] Sunday Shows (Fox + CNN) Media Center, DOT SecretaryScheduler (OST)
9	Commute (b)(7)(F)
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April 12, 2021
Monday

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	MONDAY
	12
7 ^{AM}	
8	Commute (b) (7)(F)
9	[S1] Briefing Review/Reading
	[S1 - MEETING] Senator Young Zoom; SecretaryScheduler (OST)
	[S1] Monday Look Ahead Microsoft Teams Meeting; SecretaryScheduler (OST)
10	[S1 - MEETING] Ops Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
11	[S1 - PREP] T-HUD Hearing Microsoft Teams Meeting SecretaryScheduler (OST)
12 ^{PM}	
	Content Review Time Remote; SecretaryScheduler (OST)
1	Lunch SecretaryScheduler (OST)
	[S1 - WH] Prep Call *; SecretaryScheduler (OST)
2	[S1 - WH] Media Call DOT, S1 Office SecretaryScheduler (OST)
	[S1 - BRIEFING] Diversity Dashboard Microsoft Teams Meeting; SecretaryScheduler (OST)
3	[S1] Catch up call - Laura + Mohsin Microsoft Teams Meeting; SecretaryScheduler (OST)
	[S1 - CALL] Evan Ryan zoom
4	[S1] Review/Approvals
	[S1 - CALL] Governor Wolf - PA SecretaryScheduler (OST)
5	[S1] DTC Time DOT, Media Center; SecretaryScheduler (OST)
	[S1] Desk Time
6	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
	Commute (b) (7)(F)

April 13, 2021
Tuesday

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	TUESDAY	
	13	
7 AM		
8	Commute (b) (7)(F)	
9	[S1] Briefing Review/Reading	
	Content Review Time Remote; SecretaryScheduler (OST)	
10	[S1 - WH] Principal's Meeting - (b) (5)	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
11	[S1 - MEETING] Senator Manchin Teams; SecretaryScheduler (OST)	
	[S1 - MEETING] Commencement Speech Microsoft Teams Meeting; SecretaryScheduler (OST)	
12 PM	Lunch SecretaryScheduler (OST)	
1	[S1 - CALL] Congressman David Price *; SecretaryScheduler (OST)	[S1 - HEARING] T - HUD Prep Microsoft Teams Meeting SecretaryScheduler (OST)
2	[S1 - MEETING] President Nez, Navajo Nation *; SecretaryScheduler (OST)	
3	[S1] Desk Time	
	[S1] Review/Approvals	
4	Principals Committee (b) (5) (b) (6)	
5	Walk	[S1 - EVENT] Pre-Record Q&A The Real Estate Roundtable's Spring Meeting DOT, Media Center; SecretaryScheduler (OST)
	Walk	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
6	[S1] Desk Time	
	[S1 - CALL] Congresswoman Hinson; Call-in ; SecretaryScheduler (OST)	
	5:40am - 7:00am [PERS] (b) (6)	
	7:00pm - 7:15pm Commute (b) (7)(F)	

April 14, 2021
Wednesday

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	WEDNESDAY	
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7 AM		
8	Commute (b) (7)(F)	
		[S1 - PRESS] Morning Block Media Studio, DOT SecretaryScheduler (OST)
9	Walk to Office	
	[S1 - CALL] Congressman Mike Quigley *; SecretaryScheduler (OST)	Content Review Time Remote; SecretaryScheduler (OST)
10		[S1 - Briefing] Standing Recovery Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
	[S1 - CALL] Congressman Rutherford *; SecretaryScheduler (OST)	
11		[S1 - PRESS] Standing OTR Coffee SecretaryScheduler (OST)
	Lunch SecretaryScheduler (OST)	
12 PM	[S1 - MEETING] Congressman Don Young *; SecretaryScheduler (OST)	
	[S1 - CALL] Congressman Mario Diaz Balart *; SecretaryScheduler (OST)	[S1] Desk/Call Time
1		
	Walk to Media Studio	[S1 + S2] Swearing in Polly S1 -DOT, Media Center; Appointees - REMOTE; SecretaryScheduler (OST)
2	[S1 - EVENT] Pre-Record Virtual Silicon Valley Leadership Group Conference DOT, Media Center; SecretaryScheduler (OST)	
	Walk to Office	
3		[S1 - HEARING] T - HUD Prep - Optional Microsoft Teams Meeting SecretaryScheduler (OST)
	[S1 - CALL] Congressman Womack	
4	[S1 - CALL] Congressman Costa *; SecretaryScheduler (OST)	[S1] Desk/Call Time
5	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	
		[S1] Review/Approvals
6	Commute (b) (7)(F)	

April 15, 2021
Thursday

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THURSDAY	
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7 AM	
8	Commute (b)(7)(F)
9	[S1 - MEETING] Democratic Caucus Whip Meeting Zoom SecretaryScheduler (OST)
10	Content Review Time Remote; SecretaryScheduler (OST) [S1] Desk Time
11	Lunch SecretaryScheduler (OST)
12 PM	[S1 - HEARING] Solo Prep
1	[S1 - US HOUSE] T-HUD Approps Hearing SecretaryScheduler (OST)
2	
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5	[S1 - PRESS] Breakfast Club Prep Microsoft Teams Meeting; SecretaryScheduler (OST)
6	[S1 - BRIEFING] Ukraine Prep Microsoft Teams Meeting; SecretaryScheduler (OST)
	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
	Commute (b)(7)(F)
	6:00am - 7:00am [S1 - PERS] (b)(6)

April 16, 2021
Fr Day

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	FRIDAY	
	16	
7 ^{AM}		
8	Commute (b) (7)(F)	
9	[S1 - PRESS] Breakfast Club DOT, S1 Office; SecretaryScheduler (OST)	Content Review Time Remote; SecretaryScheduler (OST)
	[S1] Desk Time	
10	[S1 - SCHEDULED CALL] UKRAINE Minister of Infrastructure, Vladyslav Kryklyi MS Teams; SecretaryScheduler (OST)	
	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	[S1 - PREP] Hearing Microsoft Teams Meeting SecretaryScheduler (OST)
11		
12 ^{PM}	[S1 - CALL] Senator Leahy Call-in; SecretaryScheduler (OST)	Lunch SecretaryScheduler (OST)
1	[S1 - MEETING] Cabinet Affairs Meeting - (b) (5)	
2	[S1 - MEETING] Chairman Neal MS Teams; SecretaryScheduler (OST)	
	[S1 - WH] Speak at Tribal briefing on the AJP **; SecretaryScheduler (OST)	Walk
3	[S1 - EVENT] Record DTC - National Association of County Engineer DOT, Media Center; SecretaryScheduler (OST)	Walk
	[S1 - CALL] Congresswoman Cathy McMorris Rodgers (WA -05) MS Teams; SecretaryScheduler (OST)	
4	[S1 - MEETING] Political Appointee Call Microsoft Teams Meeting SecretaryScheduler (OST)	
5	[S1 - PRESS] WaPo Interview Microsoft Teams Meeting; SecretaryScheduler (OST)	[S1] Review/Approvals
6	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	[S1 - CALL] FedEx Chairman and CEO Fred Smith *; SecretaryScheduler (OST)
	Commute (b) (7)(F)	

April 19, 2021
Monday

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	MONDAY
	19
7 AM	
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	Commute (b)(7)(F)
9	[S1] Monday Look Ahead Microsoft Teams Meeting: SecretaryScheduler (OST)
	[S1 - WH] Jobs Cabinet
10	
	[S1 + S2] Morning Sync In person/ Microsoft Teams Meeting: SecretaryScheduler (OST)
	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting: SecretaryScheduler (OST)
	[S1 - HEARING] Prep Microsoft Teams Meeting SecretaryScheduler (OST)
11	[S1 - CALL] Brenda Mallory, CEQ Chair SecretaryScheduler (OST)
	Content Review Time Remote: SecretaryScheduler (OST)
12 PM	Commute (b)(7)(F)
	[WH] HOLD Room
	[S1 - WH] (b)
1	[S1 - WH] Meeting
2	
3	Commute (b)(7)(F)
	[S1 - CALL] Senator Collins SecretaryScheduler (OST)
4	[S1] DTC Time SecretaryScheduler (OST)
	[S1] Review/Approvals
	[S1 - CALL] Mayor Breed (San Francisco) *: SecretaryScheduler (OST)
5	[S1 - PREP] Mayor Turner Microsoft Teams Meeting: SecretaryScheduler (OST)
	[S1 - CALL] Mayor Turner *: SecretaryScheduler (OST)
	DOT Nightly Check-in Microsoft Teams Meeting: SecretaryScheduler (OST)
6	[S1 - CALL] Governor Burgum (ND) Microsoft Teams Meeting: SecretaryScheduler (OST)
	Commute (b)(7)(F)

April 20, 2021
Tuesday

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	TUESDAY
	20
7 ^{AM}	
8	
9	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST) [S1 + S2] Morning Sync In person/ Microsoft Teams Meeting; SecretaryScheduler (OST) [S1] Pre Hearing [HEARING] Senate Approps SecretaryScheduler (OST) Content Review Time Remote; SecretaryScheduler (OST) Commute (b)(7)(F)
10	
11	
12 ^{PM}	
1	
2	Commute (b)(7)(F) Lunch
3	[S1 - PRESS] Slot SecretaryScheduler (OST)
4	[S1 - WH] Virtual Mayors Climate Roundtable SecretaryScheduler (OST)
5	[S1 - BRIEFING] Prep NETHERLANDS Minister of Infrastructure and Water Management, Cora Microsoft Teams Meeting; SecretaryScheduler (OST) [S1 - CALL] Senator Fischer Call-in ; SecretaryScheduler (OST) [S1] Review/Approvals DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
6	Commute (b) (7)(F)

April 21, 2021
Wednesday

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May 2021						
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	WEDNESDAY										
	21										
7 ^{AM}											
8	Commute (b) (7)(F)										
9	[S1 - MEETING] Senate Steering SecretaryScheduler (OST)										
10	[S1 - Briefing] Standing Recovery Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)										
	[S1 - PRESS] Call with (b) (6) Zoom SecretaryScheduler (OST)										
11	[S1 - MEETING] NETHERLANDS Minister of Infrastructure and Water Management, Cora SecretaryScheduler (OST)										
12 ^{PM}	Content Review Time Remote; SecretaryScheduler (OST)										
	[S1 - MEETING] Blue Dog SecretaryScheduler (OST)										
1	Lunch SecretaryScheduler (OST)										
	[S1 - EVENT] BizFwd DOT, Media Center; SecretaryScheduler (OST)										
2	[S1 - EVENT] Speak CFC closing ceremony DOT, Media Center; SecretaryScheduler (OST)										
3	[S1 - CALL] Congresswoman Barbara Lee *; SecretaryScheduler (OST)										
	[S1] Desk Time										
4	[S1 - BRIEFING] DOE Charging Infrastructure Discussion Zoom SecretaryScheduler (OST)										
5	[S1] Review/Approvals										
	[S1 - EVENT] Pre-Record Take Your Child to Work Day DOT, Media Center SecretaryScheduler (OST)										
6	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)										
	Commute (b) (7)(F)										

April 22, 2021
Thursday

April 2021

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May 2021

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THURSDAY

22

7^{AM}

Commute (b)
(7)(F)

[S1 - PRESS] CNN New Day
DOT, Media Center; SecretaryScheduler (OST)

8

[S1 - PRESS] Bloomberg
DOT, Media Center; SecretaryScheduler (OST)

[S1] Desk Time

9

[S1 - WH] Jobs Cabinet

10

Content Review Time
Remote; SecretaryScheduler (OST)

[S1 - BRIEFING] AJP Check-in
Microsoft Teams Meeting; SecretaryScheduler (OST)

[S1] Desk/Call Time

11

[S1 - PRESS] Block
SecretaryScheduler (OST)

12^{PM}

Lunch
SecretaryScheduler (OST)

1

[S1 - MEETING] Internal - Senior Appointee Call
Microsoft Teams Meeting
SecretaryScheduler (OST)

[S1] Desk/Call Time

Commute
(b)(7)(F)

Event Prep Call
Microsoft Teams Meeting; SecretaryScheduler (OST)

[S1 - EVENT] Gina McCarthy (b)

3

Commute
(b)(7)(F)

4

[S1 - BRIEFING] Climate Leaders Summit
Microsoft Teams Meeting; SecretaryScheduler (OST)

[S1 - PRESS] Slot
DOT, Media Center
SecretaryScheduler (OST)

5

DOT Nightly Check-in
Microsoft Teams Meeting; SecretaryScheduler (OST)

6

[S1 - PRESS] MSNBC
DOT, Media Center; SecretaryScheduler (OST)

Commute (b)(7)(F)

7:15pm - 7:45pm [S1 - CALL] DOT_NEC Huddle (b) (6)

April 23, 2021
Friday

April 2021

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May 2021

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	FRIDAY	
	23	
7 AM		
	Commute (b)(7)(F)	[S1 - WH] (b)
8	[S1] HOLD ROOM	
9	[S1 - WH] Climate Leaders Summit - Panel Economic Benefits of the Net-Zero Transition	
10		
11	Content Review Time Remote; SecretaryScheduler (OST)	Commute (b)(7)(F)
		[S1 - MEETING] Texas Mayors DOT, Media Center; SecretaryScheduler (OST)
12 PM	Lunch SecretaryScheduler (OST)	
	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	
1		[S1 - WH] Cabinet Affairs Strategy Meeting (b) (5) Zoom
2	[S1] Desk Time	
	[S1 - WH] WH Council on Native American Affairs Zoom SecretaryScheduler (OST)	
3	[S1] Review/Approvals	
4	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
5	Commute (b)(7)(F)	(b) (6)
6	[S1 - PERS] (b) (6) SecretaryScheduler (OST)	
	(b) (6)	

April 25, 2021
Sunday

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May 2021						
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	SUNDAY
	25
7 ^{AM}	[S1 - EVENT] Speak at ACEC Convention DOT, S1 Office; SecretaryScheduler (OST)
8	
9	
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12 ^{PM}	
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	(b) (6)

April 26, 2021
Monday

April 2021						
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May 2021						
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	MONDAY																	
	26																	
7 AM																		
8																		
9	Commute (b) (7)(F)				[S1] Monday Look Ahead Microsoft Teams Meeting; SecretaryScheduler (OST)													
	[S1 - WH] Jobs Cabinet																	
10	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)				Content Review Time Remote; SecretaryScheduler (OST)													
					[S1 - MEETING] Senator Ernst *; SecretaryScheduler (OST)													
11	[S1 + S2] Morning Sync In person/ Microsoft Teams Meeting; SecretaryScheduler (OST)																	
	[S1 - BRIEFING] NSC Briefing (b) (6) SecretaryScheduler (OST)																	
12 PM	Lunch SecretaryScheduler (OST)																	
1																		
	[S1] Racial Equity 101 - Training Session I																	
2					Principals Committee (b) (5) (b) (6)													
3																		
	[S1 - CALL] Quick check-in with Danielle Call Danielle's cell; SecretaryScheduler (OST)				[S1 - CALL] Governor Cooper (NC) Call-in; SecretaryScheduler (OST)				[S1] Notification Calls SOLO; SecretaryScheduler (OST)									
4	[S1 - MEETING] Jay Timmons, President and CEO of the National Association of Manufacturers (NAM) MS Teams; SecretaryScheduler (OST)																	
	[S1 - PRESS] James Corden SecretaryScheduler (OST)																	
5																		
	[S1] DTC Time DOT, Media Center; SecretaryScheduler (OST)				[S1] Notification Calls SecretaryScheduler (OST)													
6	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)																	
	(b) (6)				Commute (b) (7)(F)													
	8:00pm - 8:30pm [S1 - PRESS] Yahoo TikTok(*)																	

April 27, 2021
Tuesday

April 2021

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May 2021

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	TUESDAY	
	27	
7 ^{AM}		
	Commute (b)(7)(F)	
8	[S1] Briefing Review/Reading	[S1 - PRESS] Squawk Box DOT, S1 Office or Mobile Studio; SecretaryScheduler (OST)
9	[S1 + S2] Morning Sync In person/ Microsoft Teams Meeting; SecretaryScheduler (OST)	Content Review Time Remote; SecretaryScheduler (OST)
	[S1 - BRIEFING] AJP Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	[S1 - MEETING] Ops Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
10		
	[S1 - CALL] IG Eric Soskin + Secretary Buttigieg **; SecretaryScheduler (OST)	
11	[S1] Desk Time	[S1 - BRIEFING] Spanish Prep Call Microsoft Teams Meeting; SecretaryScheduler (OST)
	[S1 - MEETING] SPAIN Minister of Transportation, Jose Luis Abalos Zoom; SecretaryScheduler (OST)	
12 ^{PM}	Lunch SecretaryScheduler (OST)	
1	[S1] Call Time	
	[S1 - MEETING] Rules Cmte SecretaryScheduler (OST)	
2		
	[S1] Desk/Call Time	
3		
	[S1 - MEETING] Harvard Speech Microsoft Teams Meeting; SecretaryScheduler (OST)	
	[S1 - MEETING] Congresswoman Debbie Dingell (MI-12) *; SecretaryScheduler (OST)	
4	[S1 - MEETING] Strategy Session Microsoft Teams Meeting; SecretaryScheduler (OST)	
	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)	
5		[S1] Review/Approvals
	Commute (b)(7)(F)	[S1 - PERS] (b) (6)
6		

April 28, 2021
Wednesday

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May 2021						
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	WEDNESDAY
	28
7 ^{AM}	
8	Commute (b)(7)(F)
9	[S1] Briefing Review/Reading
	[S1 + S2] Morning Sync In person/ Microsoft Teams Meeting; SecretaryScheduler (OST)
10	[S1 - EVENT] Speak at ACEC S1, Office
	[S1 - Briefing] Standing Recovery Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
11	[S1] Desk Time
12 ^{PM}	Lunch SecretaryScheduler (OST)
1	[S1 - MEETING] Internal - Senior Appointee Call Microsoft Teams Meeting SecretaryScheduler (OST)
2	[S1] Racial Equity Training Session II
3	
4	[S1 - CALL] HR A will connect you; SecretaryScheduler (OST)
	[S1 - PRESS] Kara Swisher Prep Microsoft Teams Meeting SecretaryScheduler (OST)
5	DOT Nightly Check-in Microsoft Teams Meeting; SecretaryScheduler (OST)
	[S1] Review/Approvals
6	Commute (b)(7)(F)
	8:00pm - 8:45pm [S1 - PRESS] MSNBC (b)(6)

April 29, 2021
Thursday

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May 2021						
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THURSDAY	
29	
7 AM	
8	Commute (b)(7)(F)
9	[S1 - WH] (b) [S1 + S2] Morning Sync In person/ Microsoft Teams Meeting: SecretaryScheduler (OST) Content Review Time Remote: SecretaryScheduler (OST) [S1 - WH] Jobs Cabinet
10	[S1 - PRESS] Record Kara Swisher Podcast SecretaryScheduler (OST)
11	[S1 - CALL] Senator Thune *: SecretaryScheduler (OST) [S1 - MEETING] Board Chair Hilda Solis, Los Angeles County Board of Supervisors *: SecretaryScheduler (OST)
12 PM	Lunch SecretaryScheduler (OST)
1	[S1] Desk Time
2	[S1 - PRESS] Youtube Interview DOT, Media Center; SecretaryScheduler (OST) [S1] DTC Time DOT, Media Center; SecretaryScheduler (OST)
3	[S1 - PRESS] Slot DOT, Media Center SecretaryScheduler (OST)
4	[S1] Review Time - NC Remarks SecretaryScheduler (OST) [S1 - BRIEFING] American Families Plan Microsoft Teams Meeting: SecretaryScheduler (OST)
5	[S1 - CALL] Tim Wu [S1] Review/Approvals DOT Nightly Check-in Microsoft Teams Meeting: SecretaryScheduler (OST)
6	[S1 - MEETING] Administrative Check-in Microsoft Teams Meeting: SecretaryScheduler (OST) Commute (b)(7)(F)
	8:00pm - 8:30pm [S1] Speech Review(SOLO)

April 30, 2021
Fr Day

April 2021						
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May 2021						
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	FRIDAY		
	30		
	DC > NC > DC		
7 AM			
	[S1 - TRAVEL] Commute (b)(7)(F)	[S1 - TRAVEL] Airport Time	
8	[S1] Content Review SOLO; SecretaryScheduler (OST)	[S1 - TRAVEL] (b) (6) (DCA > RDU)	
9			
10	Commute (b)(7)(F) Call Danielle)		
	[S1 - EVENT] Union Hall AJP Roundtable 6317 Angus Dr Raleigh, NC 27617		
11	[S1 - TRAVE] Commute (b)(7)(F)	[S1 - EVENT] NC State University Tour and Photo Op NC State	
12 PM			
1	[S1 - TRAVEL] Commute (b)(7)(F)	[S1 - PERS] (b) (6)	
	[S1 - MEETING] Governor Cooper	[S1 - EVENT] Greet with Local DOT Employees	[S1 - EVENT] Greet with Electeds
2	[S1 - EVENT] AMTRAK Press Conference Raleigh Union Station, 510 W Martin St, Raleigh, NC 27601		
	[S1 - TRAVEL] Board Train		
3	[S1 - PRESS] Print Reporter Interview	[S1 - TRAVEL] Amtrak 77 Piedmont (RGH > GRO)	[S1 - PRESS] NBC Interview
4	[S1] Visit Amtrak Workers on Train		
	[S1 - TRAVEL] Commute (b)(7)(F)	[S1] Record VM In car; SecretaryScheduler (OST)	[S1 - TRAVEL] Airport Time
5			
	[S1 - TRAVEL] (b) (6) (GSO > DCA) + Review/Approvals SecretaryScheduler (OST)		
6			
	7:00pm - 7:15pm [S1] Commute (b)(7)(F)		