

March 1, 2023

All Day	**HOUSE SITTING Feb 6 - March 10/23**	
8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting	
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:00 AM - 10:00 AM	Cabinet	
10:45 AM - 11:45 AM	IDIR stuff	
12:00 PM - 12:30 PM	MDM/SA Phone Connect	
1:00 PM - 1:30 PM	Office time Emails	
1:30 PM - 2:30 PM	QP --	Security Concern
1:30 PM - 2:15 PM	Cabinet Priorities - Staffing Discussion	
3:00 PM - 6:00 PM	Treasury Board (Teams Link) -- Microsoft Teams Meeting	

March 2, 2023

All Day	**HOUSE SITTING Feb 6 - March 10/23**	
8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting	
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:00 AM - 9:30 AM	Megan/Marie quick Connect -- Teams	
10:00 AM - 11:00 AM	QP --	Security Concern

March 2, 2023 Continued

11:30 AM - 12:00 PM	Cabinet De-brief -- Teams (Security Concern)
12:00 PM - 12:30 PM	Clay/Marie Quick Connect -- Teams
1:30 PM - 5:30 PM	Treasury Board (Teams Link) -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	Cabinet follow-up -- (Security Concern) Teams
4:30 PM - 5:30 PM	Prep for the Monday Agenda/Issues Meeting -- Teams

March 3, 2023

All Day	**HOUSE SITTING Feb 6 - March 10/23**
9:15 AM - 10:15 AM	Longer Term Planning Meeting -- Microsoft Teams Meeting
10:15 AM - 11:00 AM	Meeting: Marie Della Mattia and Matt Smith -- MS Teams
11:30 AM - 12:00 PM	DM meet with health authority Communications -- (Security Concern)
12:45 PM - 1:05 PM	Pre-CD training huddle and run-through -- Microsoft Teams Meeting
1:30 PM - 2:30 PM	Strategic Communications Leadership in Practice workshop on Audience Development -- MS TEAMS
2:30 PM - 3:00 PM	MDM/SM 1:1 check-in -- teams
2:45 PM - 3:15 PM	Cabinet Confidences; Government Financial Information
3:30 PM - 4:00 PM	Executive Staffing Approvals -- teams

March 3, 2023 Continued

March 4, 2023

All Day

****HOUSE SITTING Feb 6 - March 10/23****

March 5, 2023

All Day

****HOUSE SITTING Feb 6 - March 10/23****

March 6, 2023

All Day

****HOUSE SITTING Feb 6 - March 10/23****

8:00 AM - 9:00 AM

Comms Training with MPA/MDM --

Security Concern

8:00 AM - 8:30 AM

8am Daily Check-in -- Microsoft Teams Meeting

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 9:45 AM

MDM/SA 1:1 check-in

10:30 AM - 11:45 AM

Agenda/PPS/Weekly Meeting -- Security Concern Teams

11:45 AM - 12:00 PM

11:45AM Accelerator Panel - MIRR -- Security Concern Teams

12:00 PM - 12:30 PM

BCP Next steps -- teams

12:30 PM - 1:00 PM

Sara/Marie connect -- Security Concern

1:00 PM - 1:30 PM

Office time/emails

March 6, 2023 Continued

2:30 PM - 3:00 PM	Office time/emails
3:00 PM - 5:00 PM	ELUC
4:30 PM - 5:00 PM	Cabinet Confidences; Government Financial Information -- Microsoft Teams Meeting
5:00 PM - 5:30 PM	Meghan and Marie -- Microsoft Teams Meeting

March 7, 2023

All Day	**HOUSE SITTING Feb 6 - March 10/23**
8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
10:00 AM - 11:00 AM	QP -- Security Concern
11:00 AM - 12:00 PM	Executive Meeting -- Microsoft Teams Meeting
11:45 AM - 12:30 PM	Products huddle -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Executive Staffing Approvals -- Teams
1:30 PM - 2:15 PM	MDM/JH 1:1 -- Security Concern
2:30 PM - 3:00 PM	MDM/SM 1:1 check-in -- teams
3:15 PM - 3:30 PM	Quick Connect Marie/Kate
3:30 PM - 4:00 PM	Cabinet Confidences; Government Financial Information -- Microsoft Teams Meeting

March 7, 2023 Continued

4:00 PM - 5:00 PM

Issues Meeting --

Security Concern

Teams

March 8, 2023

All Day

****HOUSE SITTING Feb 6 - March 10/23****

8:00 AM - 8:30 AM

8am Daily Check-in -- Microsoft Teams Meeting

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 12:00 PM

Cabinet

1:00 PM - 1:30 PM

de-brief -- teams

Security Concern

1:30 PM - 2:00 PM

PSA update/discussion --

Security Concern

2:30 PM - 3:30 PM

Cabinet Confidences; Government Financial Information; Security Concern Teams

3:30 PM - 4:00 PM

Product huddle -- Microsoft Teams Meeting

4:15 PM - 4:45 PM

Estimates Discussion --

Security Concern

4:45 PM - 5:30 PM

MDM/ST Check-in --

Security Concern

March 9, 2023

All Day

****HOUSE SITTING Feb 6 - March 10/23****

8:00 AM - 9:30 AM

Briefing:

Government
Financial
Information;
Security
Concern

Teams

March 9, 2023 Continued

8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting	
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:30 AM - 10:00 AM	Feedback and Next steps --	Security Concern
10:00 AM - 11:00 AM	QP --	Security Concern
11:00 AM - 11:30 AM	MDM/AL 1:1 ^{Security Concern} or teams	
12:00 PM - 12:30 PM	Follow up on Feedback and Next steps -- Microsoft Teams Meeting	Security Concern
1:00 PM - 1:30 PM	Break	
2:00 PM - 4:00 PM	P&P	
4:30 PM - 5:30 PM	Prep for the Monday Agenda/Issues Meeting -- Teams	

March 10, 2023

All Day	**HOUSE SITTING Feb 6 - March 10/23**	
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:45 AM - 10:30 AM	DMC - Security Concern Teams	
11:00 AM - 12:00 PM	MDM/Sharon -- Teams	
12:00 PM - 1:00 PM	BREAK	

March 10, 2023 Continued

2:00 PM - 2:30 PM

Prep for Planning meeting

2:30 PM - 4:00 PM

Planning -- Security Concern

5:00 PM - 5:15 PM

Call with Marie

March 12, 2023

3:40 PM - 4:00 PM

Cabinet Sunday March 12th, 2023, from 3:40-4:00pm

March 13, 2023

All Day

****BREAK WEEK****

8:00 AM - 8:30 AM

8am Weekly Check-in -- Microsoft Teams Meeting

9:00 AM - 9:30 AM

9:00 [AKA 8:30] Meeting -- Microsoft Teams Meeting

9:30 AM - 11:00 AM

Agenda/PPS/Weekly Meeting -- Security Concern Teams

11:00 AM - 12:00 PM

Comms Plans -- Security Concern **Teams**

12:00 PM - 1:00 PM

Break

1:15 PM - 2:15 PM

PSEFS Comm Shop Visit

2:30 PM - 3:00 PM

Marie/Tracy -- teams

3:00 PM - 4:00 PM

Communications Products --	Security Concern	Teams
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March 14, 2023

All Day

****BREAK WEEK****

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

10:00 AM - 11:00 AM

Weekly Chiefs of Staff Meeting -- Security Concern

11:00 AM - 11:30 AM

DM Collins/GCPE/Doug/Tracy -- Security Concern
/ MS Teams

12:00 PM - 1:00 PM

Sage/MDM

1:00 PM - 1:30 PM

Executive Staffing Approvals -- Teams

4:00 PM - 4:30 PM

Meeting: Doug C, Doug S, Jenny Manton, Shauna Brouwer, Sheila Robinson, Sunny Dhaliwal, Deb Godfrey, William Lakey and Marie Della Mattia -- MS teams

4:30 PM - 5:15 PM

MDM/SA 1:1 check-in

5:30 PM - 6:00 PM

Office Time/emails

March 15, 2023

All Day

****BREAK WEEK****

9:00 AM - 9:30 AM

9:00 [AKA 8:30] Meeting -- Microsoft Teams Meeting

9:30 AM - 10:15 AM

MDM/ST Check-in -- Security Concern

10:15 AM - 11:00 AM

Office/ Emails time

11:00 AM - 11:30 AM

Marie/Kyla Check-in

11:30 AM - 12:30 PM

Break

March 15, 2023 Continued

1:00 PM - 3:00 PM Treasury Board (MS Teams Link) -- Microsoft Teams Meeting

3:30 PM - 4:00 PM MDM/SM 1:1 check-in -- teams

4:00 PM - 4:45 PM MDM/JH 1:1 -- Security Concern

4:45 PM - 6:45 PM Work

March 16, 2023

All Day **BREAK WEEK**

9:00 AM - 9:30 AM 9:00 [8:30] Meeting -- Microsoft Teams Meeting

10:00 AM - 10:45 AM March 16 People Leaders Connect: EFAS Updates -- Microsoft Teams Meeting

11:00 AM - 11:30 AM MDM/AL 1:1 -- Security Concern teams

12:00 PM - 1:00 PM EMLI Visit -- Security Concern

1:30 PM - 2:00 PM BREAK

2:00 PM - 2:30 PM Marie/Jeff 1:1 -- Teams

2:30 PM - 3:00 PM Meeting: Doug C, Kevin Richter, Paul Corrado, Shauna Brouwer, Sheila Robinson, Sunny Dhaliwal, Deb Godfrey, William Lakey and Marie Della Mattia -- MS teams

3:00 PM - 3:30 PM Future Ready Audience Discussion

4:30 PM - 5:30 PM Prep for the Monday Agenda/Issues Meeting -- Teams

5:30 PM - 6:30 PM Connect

March 17, 2023

9:00 AM - 9:30 AM	Meeting Marie/Deb -- Teams	
9:30 AM - 10:00 AM	Marie/Kyla Check-in	
10:30 AM - 11:00 AM	MDM/ST	
12:30 PM - 1:30 PM	Pip Decks Bag Lunch & Sharing- Facilitation Ideas --	Security Concern

March 20, 2023

All Day	**BREAK WEEK**	
8:00 AM - 8:30 AM	8am Weekly Check-in -- Microsoft Teams Meeting	
9:00 AM - 9:30 AM	9:00 Meeting -- Microsoft Teams Meeting	
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Security Concern Teams	
10:00 AM - 11:00 AM	March 20 People Leaders Connect: HR Policy 25 -- Microsoft Teams Meeting	
11:30 AM - 12:00 PM	Marie/Sara	
12:00 PM - 1:00 PM	Break	
1:00 PM - 1:45 PM	Surrey next steps -- MS Teams	
1:45 PM - 2:30 PM	Marie/Zoe/Sara --	Security Concern
2:30 PM - 3:30 PM	Marie/Jen and Lianne -- Teams	
4:00 PM - 4:30 PM	Marie + Jen --	Security Concern

March 20, 2023 Continued

4:35 PM - 5:20 PM

Strategic Planning --

Security Concern

March 21, 2023

All Day

****BREAK WEEK****

9:00 AM - 9:30 AM

9:00 Meeting -- Microsoft Teams Meeting

9:30 AM - 10:30 AM

AG shop visit --

Security Concern

11:00 AM - 12:30 PM

Executive Meeting --

Security Concern

12:30 PM - 1:00 PM

Break

1:00 PM - 1:30 PM

Executive Staffing Approvals -- Teams

1:30 PM - 2:30 PM

Engagement Plan --

Security Concern

2:45 PM - 3:30 PM

Meeting: Shannon and Marie Della Mattia - Monthly Check In -- Teams

3:30 PM - 4:00 PM

MDM/SM 1:1 check-in -- teams

4:00 PM - 4:30 PM

Telephone Town Halls -- Microsoft Teams Meeting

4:30 PM - 5:15 PM

MDM/SA 1:1 check-in

March 22, 2023

All Day

****BREAK WEEK****

9:00 AM - 9:30 AM

9:00 Meeting -- Microsoft Teams Meeting

March 22, 2023 Continued

10:00 AM - 10:30 AM	Audience development training --	Security Concern
10:30 AM - 11:30 AM	FW: CD Meeting -- Microsoft Teams Meeting	
10:30 AM - 11:15 AM	Check-in: Sage Aaron -- MS Teams	
11:30 AM - 12:15 PM	MDM/ST Check-in --	Security Concern
12:30 PM - 1:30 PM	Planning Meeting	
2:00 PM - 2:30 PM	Rehearsal for DMC -- Microsoft Teams Meeting	
2:45 PM - 3:45 PM	FW: JEDI/TACS DM check-in --	Security Concern
4:00 PM - 4:30 PM	Heat research scan --	Security Concern
4:30 PM - 5:30 PM	Office Time	

March 23, 2023

All Day	**BREAK WEEK**	
9:00 AM - 10:00 AM	Treasury Board -- VIA TEAMS only	
9:00 AM - 9:30 AM	9:00 Meeting -- Microsoft Teams Meeting	
10:30 AM - 11:30 AM	Break	
11:30 AM - 12:00 PM	Marie/Erin/Eric presentation review -- Teams	
12:00 PM - 12:30 PM	Meeting: Marie Della Mattia and Matt Smith -- MS Teams	
1:00 PM - 4:00 PM	Health Project Board Meeting --	Security Concern

March 23, 2023 Continued

4:30 PM - 5:30 PM

Prep for the Monday Agenda/Issues Meeting -- Teams

March 24, 2023

All Day

Movers @ 830

8:00 AM - 8:30 AM

communications support for PHO -- Teams

8:30 AM - 10:30 AM

FW: `DMC - Security Concern Teams

11:00 AM - 11:30 AM

Marie/Tracy Mandur -- teams

12:00 PM - 1:00 PM

Break

1:00 PM - 1:30 PM

Marie/Kyla Check-in

1:30 PM - 2:00 PM

Marie/Sara

2:00 PM - 2:15 PM

Marie/Sage/Rachel/Tim/JM -- MS Teams

2:15 PM - 3:15 PM

HEAT Planning -- Security Concern

3:15 PM - 3:30 PM

Finalizing committee recommendations -- Microsoft Teams Meeting

4:00 PM - 4:15 PM

FOI info session -- Teams

March 27, 2023

All Day

**HOUSE SITTING March 27 - April 6/22

8:00 AM - 8:30 AM

8am Daily Check-in -- Microsoft Teams Meeting

March 27, 2023 Continued

8:45 AM - 9:15 AM	8:45 Meeting -- Microsoft Teams Meeting
9:30 AM - 10:00 AM	Marie/Kyla check-in
10:00 AM - 12:00 PM	CCE
10:30 AM - 11:00 AM	MDM/ST check-in
11:30 AM - 12:00 PM	Marie/Sage Check in
12:00 PM - 1:00 PM	Review BCP
1:00 PM - 1:30 PM	Office time/emails
1:30 PM - 2:30 PM	QP
2:00 PM - 3:30 PM	Agenda/PPS/Weekly Meeting - Security Concern Teams
3:30 PM - 4:30 PM	Treasury Board
4:30 PM - 5:00 PM	TTH planning -- Microsoft Teams Meeting

March 28, 2023

All Day	**HOUSE SITTING March 27 - April 6/22
8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:00 AM - 9:30 AM	Marie/Kyla

March 28, 2023 Continued

10:00 AM - 11:00 AM	QP -- Security Concern
10:30 AM - 11:00 AM	Review
12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	Executive Staffing Approvals -- Teams
1:30 PM - 2:00 PM	Phone meeting
2:00 PM - 3:00 PM	Follow-up: Strategic communications integration planning – GCPE & PPS
3:15 PM - 4:00 PM	StratComms – Learning & Development
4:00 PM - 4:30 PM	Estimates check-in -- teams
4:30 PM - 5:15 PM	MDM/SA 1:1 check-in

March 29, 2023

All Day	**HOUSE SITTING March 27 - April 6/22
8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting
8:30 AM - 12:00 PM	Cabinet
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
12:00 PM - 12:45 PM	Meeting: PSSG Update -- Teams
1:00 PM - 1:30 PM	Office time/emails

March 29, 2023 Continued

1:00 PM - 1:15 PM	Marie/Eric -- Teams
1:30 PM - 2:30 PM	QP
2:30 PM - 3:00 PM	TTH MEETING -- TEAMS
3:00 PM - 3:30 PM	MDM/ST Check-in -- Security Concern
3:30 PM - 4:00 PM	de-brief -- Security Concern
4:00 PM - 4:30 PM	Marie/Kyla Check-in
4:30 PM - 4:45 PM	HPV Review -- Microsoft Teams Meeting
5:00 PM - 5:30 PM	Marie/Tim -- Teams

March 30, 2023

All Day	**HOUSE SITTING March 27 - April 6/22
8:00 AM - 8:30 AM	8am Daily Check-in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:00 AM - 10:00 AM	Health Meeting -- Security Concern
10:00 AM - 11:00 AM	DMC Leadership Culture Conversation Pre-brief #3 -- TEAMS ONLY
10:00 AM - 11:00 AM	QP - Security Concern
11:15 AM - 12:00 PM	MDM/JH 1:1 Security Concern Teams

March 30, 2023 Continued

11:30 AM - 12:00 PM	Aileen
12:30 PM - 1:00 PM	cuddy
1:30 PM - 4:00 PM	P&P
4:30 PM - 5:30 PM	Prep for the Monday Agenda/Issues Meeting -- Teams
5:30 PM - 6:00 PM	Meeting with GCPE Security Concern Teams
6:00 PM - 7:00 PM	Personal

March 31, 2023

9:00 AM - 10:00 AM	Donna/Marie -- Sec
10:00 AM - 10:30 AM	Hold for Katie
10:30 AM - 11:00 AM	Marie/Kyla Check-in
11:00 AM - 12:00 PM	FOI
12:00 PM - 1:00 PM	Issues meeting
1:00 PM - 1:30 PM	Meeting: Marie Della Mattia and Matt Smith -- MS Teams
1:30 PM - 2:30 PM	Longer Term Planning Meeting -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	MDM/ST check-in -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	phone meeting
5:00 PM - 5:30 PM	Leave office for apt