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THE WHITE HOUSE
WASHINGTON

August 9, 1983

FVZ
copy for
JAB

MEMORANDUM FOR: MICHAEL K. DEEVER
FROM: FREDERICK J. RYAN, JR. *FR*
SUBJECT: THE PRESIDENT'S SUMMARY SCHEDULE FOR JUNE

The time accounted for herein does not include staff time, personal time, social events, private appointments and travel time.

NSC	23 hours 45 minutes	24%
CABINET	23 hours 15 minutes	23%
POLITICAL	9 hours 10 minutes	9%
MISCELLANEOUS *	9 hours	9%
PUBLIC LIAISON	8 hours 35 minutes	8%
CONGRESSIONAL	8 hours 15 minutes	8%
PRESS	8 hours	8%
ISSUES LUNCH	2 hours	2%
PRIVATE SECTOR INITIATIVES	1 hour 40 minutes	2%
VICE PRESIDENT	1 hour	1%
TAPINGS	1 hour	1%
POLICY DEVELOPMENT	1 hour	1%
ADMINISTRATIVE TIME	1 hour	1%
BUDGET	45 minutes	1%
ECONOMIC AFFAIRS	35 minutes	1%
SPEECHWRITERS	35 minutes	1%
PERSONNEL, INTERGOVERNMENTAL		Less Than 1%

* Includes - Space Shuttle Crew Luncheon; Joe Holmes Memorial Service; PBS Taping "Performance in White House Series"; PBS Taping "Performance in White House Series" Finale; Special Olympics Reception; Key Supporters Luncheon

THE PRESIDENT'S SUMMARY SCHEDULE

JANUARY TO JUNE 1983

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	AVERAGE %
ADMINISTRATIVE TIME	1%	2%	1%	1%	>1%	1%	1%
NET	5%	-	-	1%	-	1%	1%
NET	7%	6%	6%	8%	9%	23%	10%
SSIONAL	16%	12%	12%	9%	22%	8%	13%
SEL	-	-	-	-	-	-	-
OMIC AFFAIRS	1%	-	>1%	1%	>1%	1%	1%
RGOVERNMENTAL	1%	3%	2%	1%	3%	>1%	2%
ES LUNCH	4%	5%	3%	4%	2%	2%	3%
ELLANEOUS	8%	12%	19%	10%	8%	9%	11%
	25%	28%	30%	29%	24%	24%	27%
TICAL	5%	6%	2%	7%	10%	9%	7%
ATE SECTOR INITIATIVES	5%	-	3%	10%	2%	2%	4%
ONNEL	1%	1%	>1%	1%	>1%	>1%	1%
LIC LIAISON	9%	8%	7%	7%	6%	8%	8%
CY DEVELOPMENT	-	-	-	-	-	1%	1%
SS	8%	14%	12%	7%	12%	8%	10%
ECCHWRITERS	-	1%	>1%	1%	>1%	1%	1%
INGS	2%	>1%	1%	1%	1%	1%	1%
E PRESIDENT	2%	2%	1%	2%	1%	1%	2%

THE WHITE HOUSE

WASHINGTON

August 17, 1983

MEMORANDUM FOR MICHAEL K. DEEVER
FROM: MICHAEL A. McMANUS, JR.
SUBJECT: Scheduling Events etc.

Attached are some proposals Fred Ryan and I have put together for the next few months. They include proposals for a series of womens events in a non-blitz foremat, and a forum for the business/price/inflation address we discussed. I have run the womens events past our womens group and have their agreement.

As I suggested to our outreach group before the Far East Trip, and strongly suggest to you now, the womens events cannot be part of a blitz like program such as the education or hispanic themes. On the education theme we needed to draw immediate attention to an issue we were trying to take away from the democrats. The blitz was a good high profile way of getting immediate attention while risking credibility. We won big on that one because we had the Commission report to rely on and state programs as viable examples of ways to begin to deal with the problem. On the Hispanics swing it really only became blitz like because of good events already scheduled over a short period of time. We will have credibility problems here unless we continue the effort with this group with proposed events well into September. The point is that the big difference with the womens issue is credibility to begin with. Attention has already been drawn to the gender gap and we now need to deal with it in a credible manner. This means to me carefully chosen womens events over at least several months to begin with, an awareness of our need to be seen with women, including them in our meetings and addressing the three major issues of general concern to those women we are most likely to bring back into the fold -- a sustainable economic recovery, the strong prospects for peace and fairness.

To go quickly through some additional comments on the attached:

- ✓ 1. The September ¹² briefing would be by a small group of our women for the President on the background of the gender gap and things to keep in mind that are of concern to the average woman today. I would include Nancy Risque, Mari Maseng, Becky Dunlop and Faith if she wishes. *Ann Graham*

August 17, 1983

2. The meetings with Dole and Heckler are only to treat them the same as other Cabinet Members and would be on Department issues not womens issues.
3. The September 19th event with Women in Construction I'm told would be a favorable reception from strong Republican leadership.
4. On September 22 I would have a meeting with the Advisory Committee on Womens Business Ownership instead of a Rose Garden event.
5. During Margaret Heckler's visit I would suggest finding an occasion for her to be seen with Jeane Kirkpatrick.
6. I would prefer to include women on each of the five trade missions we discussed instead of one womens mission.

Surrogates

If you agree I have instructed Fred to hold another meeting of our surrogates group to ask for two days in September. The first we would use during Hispanic week and the second would be for remarks around the country on National Business Womens Day. I would suggest that we prepare canned remarks for each so the theme is common and we direct the surrogates to targeted areas of the country.

I spoke to Jay Moorhead about getting some indication of the political affiliation of some of our medal winners at the World Games in Finland. These young people are heroes now and will continue to be through 1984. We need high profile young surrogates for the campaign and the convention. We need Mary Decker, Carl Lewis, Greg Foster and others if we can get them.

General Pete Dawkins recently retired, some people think to run for a Senate seat in Michigan as a Republican. He is still the All-American and we should give him a high profile. He would be a good shadow surrogate to Glenn.

THE WHITE HOUSE
WASHINGTON

August 16, 1983

MEMORANDUM FOR: MICHAEL A. MCMANUS, JR.
FROM: FREDERICK J. RYAN, JR.
SUBJECT: Women's Events

The following is a suggested package of events for the initiation of a "Women's Theme."

As we discussed, because of the sensitivity of this situation, it is important that these events take place on a regular basis over a prolonged period of time. I have discussed this with Ed Rollins and he concurs that a "two week offensive" could backfire on us. Accordingly, I have attached a list of long term activities as a follow-up on our September/October women's events.

This package includes one to two women's events per week for the month of September with biweekly follow-up through October (See Attached Block Schedule). The events are designed to reach women from all backgrounds and interests including professional, blue collar, Republicans, homemakers, etc.

I. SUGGESTED EVENTS

1. September 7, 1983 - Briefing by White House Women - A brief meeting such as this would serve to raise the President's understanding of women's issues and perspectives and prepare him for the events in future weeks.
2. September 16, 1983 - Meeting with Secretary Heckler - The President is often seen meeting with Secretary Shultz and Weinberger, but rarely with the women members of his cabinet.
3. September 19, 1983 - Address the National Association of Women in Construction - Kansas City, Missouri. This group is a clear example of women who have successfully entered a male-dominated field. The group has been very supportive of the Administration.

4. September 22, 1983 - National Businesswomen's Day Luncheon. The President has signed a proclamation declaring September 22 to be National Businesswomen's Day. He could host a luncheon in the State Dining Room with 75-80 women from the various Businesswomen's organizations.

At this time, or as a separate Rose Garden event, the President could announce the appointees to the Presidential Advisory Committee on Women's Business Ownership.

5. September 25, 1983 - Private Lunch with Sandra O'Connor. This is the two year anniversary of her historic swearing in as the first woman on the Supreme Court. A private luncheon would be a good way to highlight this accomplishment.
6. September 29, 1983 - Working Visit of Prime Minister Margaret Thatcher. The visit of this prominent woman provides an opportunity to expose some of our administration's women. Perhaps a welcome by Ambassador Kirkpatrick or a meeting with one of the women cabinet members could be included.
7. October 5, 1983 - Meeting with Secretary Dole.
8. October 7, 1983 - Address to National Federation of Republican Women. - Louisville, Kentucky (Already Scheduled)
9. October 28, 1983 - Address to American Business Women's Association. - Las Vegas, Nevada (Already Scheduled)

II. ADDITIONAL OPTIONS

1. White House event honoring the tenth anniversary of "Executive Women in Government." This September marks the tenth anniversary of "Executive Women in Government." This organization for women in senior government positions began with a Rose Garden ceremony by President Nixon.

We could use this opportunity to highlight this Administration's record with respect to appointments by bringing in the 1000 women that are currently serving in high level positions.

2. Announcement of Women's Trade Mission to The Far East. - Secretary Baldrige has approved a women's trade mission to the Far East. With White House consent, it should be going sometime shortly after the President's trip.
3. Address the Forum for Women State Legislators.
On December 3, 1983 in San Diego, California a group of women officeholders from across the country will be meeting. This group is expected to be the largest gathering of women officials in history. At this point, it looks as though the attendees will be predominantly Republican.
4. Host a "Womans Recognition Day." This could be based on a Congressional Resolution or as an independent activity of the White House. It would be an excellent opportunity to honor women in their various fields of accomplishment (i.e. Outstanding Woman in Law, Outstanding Woman in Business, Outstanding Woman in Medicine, etc.). The event should take place prior to November in order to allow for a repeat in 1984.
5. Meeting with the "Ten Outstanding Women of America." - Women are nominated by former members of the group. The most outstanding ten are selected for this special honor. Nominees are chosen based on involvement in the community, etc.
6. Meet with members of Women Involved in Farm Economics (W.I.F.E.) - This group has chapters in all farming states. It should be a good agriculture/women's event.
7. Visit the Pentagon Corridor Commemorating the contributions and accomplishments of Women in the Military. Secretary Weinberger has invited the President to a ceremony tentatively planned for mid-November.
8. Photos with Women's Championship Athletic Teams. - We have recently received good coverage of the President's meetings with national sports champions (i.e. Philadelphia Phillies, New York Islanders, etc.). We should do the same thing for women's national championship teams in major sports.

III. SURROGATE COORDINATION

If we are to successfully demonstrate the Administration's concern for women, surrogate involvement is essential. I would like to begin working with our surrogates to tie them into women's issues and events. I would ask each surrogate for two or three days to be devoted to this special theme as Mike Deaver mentioned in the surrogate scheduling meeting.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Proposed & Tentative Administrative Use Only First Lady Away from White House Tentative Ranch	5 Labor Day TNA To Florida for Labor Day Event N Del. to Washington ON WASHINGTON, D.C. 12 House convenes thru 10/11 Senate Reconvenes thru 10/7 12:00 Issues Luncheon 4:30 Governors S. Matheson & J. Thompson 5:00 Reception for Michigan & Ohio Gov. ON WASHINGTON, D.C. 19 Address by Women in Congress (Kansas City, MO) 12:00 Issues Lunch 2:30 Trophy Briefing Magazine Publishers 4:30 Mtg. with Cong. Byron and Macroniles 5:00 11 Hold ON WASHINGTON, D.C. 26 11:00 Kovisto Briefing 11:30 Mtg. w/Pres. Kovisto of Finland 12:15 Lunch with Kovisto 1:30 Depart. Sins. 2:00 Issues Briefing 5:00 Reception Commemorating Historically Black Colleges	6 T 11:00 NSC 12:00 Issues Lunch T 2:00 Cabinet Time 4:30 United Jewish Appeal 5:00 11 Hold ON WASHINGTON, D.C. 13 T 9:30 GOP Leadership 11:00 Mortgage Briefing 11:30 Mtg. w/P.M. Magazine, Labor 12:15 Lunch with Magazine 1:30 Depart. Sins 2:00 Cabinet Time 4:30 Eagles Recep. ON WASHINGTON, D.C. 20 T 9:30 10 part Leadership 11:00 NSC T 2:00 Cabinet Time To Columbia, South Carolina A Fundraiser, Sen. S. Burmond Ref. To Washington ON WASHINGTON, D.C. 27 T 9:30 GOP Leadership 11:00 Address World Bank & IMF Hold Afternoon 5:00 Recep. 1/2 Statue of Liberty/ Ellis Island Commis. 6:30 Dinner for Howard Baker	7 Briefing by White House Women 1:30 Private Mtg. -S ON WASHINGTON, D.C. 14 11:00 CIB Ceremony 11:30 Trophy Briefing Magazine, Labor & Helicopters Press 1:30 Private Mtg. -S ON WASHINGTON, D.C. 21 11:00 Time Table Force House GOP Research Committee 11:45 Photo "Boy of the Year" 12:00 Lunch with Regional Broadcasters 1:30 Private Mtg. -S ON WASHINGTON, D.C. 28 Hold AM 11:30 Secondary School Reconciliation Ceremony 12:00 Lunch with V. Boys of Wall Street Journal Hold Afternoon & Evening	8 Rosh Hashanah 12:00 Lunch w/VP 1:30 Intv. with J. Kilpatrick 2:00 Cabinet Time 4:00 Personnel Time 4:30 Admin. Time 5:00 Taping Session ON RANCH 9 T 11:00 NSC 12:00 Teleconf. to GOP Regional Leader- ship Conf. 1:30 Private Mtg. -S ON WASHINGTON, D.C. 15 9:30 Times Briefing 10:00 Arrived Pres. 10:30 Mtg. w/Pres Times 12:00 Lunch w/VP 2:00 Cabinet Time 4:00 Personnel Time 4:30 Admin. Time 7:15 State Dinner B TH ON WASHINGTON, D.C. 22 11:30 Address WH Conf on 12:00 Lunch with Regional Leader- ship Conference 1:30 Private Mtg. -S 5:00 National Aquarium Recep. 4:30 Admin. Time 5:30 Southwestern Board Recep. ON WASHINGTON, D.C. 29 11:00 PM THATCHER Briefing 11:30 Mtg. w/VP THATCHER 12:15 PM THATCHER Briefing 1:30 DEPART. SINS 2:00 CABINET TIME 4:00 PERSONNEL TIME 4:30 ADMIN. TIME 5:00 PRIVATE APPT.	9 T 11:00 NSC 12:00 Teleconf. to GOP Regional Leader- ship Conf. 1:30 Private Mtg. -S ON WASHINGTON, D.C. 16 12:00 Luncheon with Members of RNC 1:30 Private Mtg. -S IN To Camp David ON CAMP DAVID 23 T 11:00 NSC 12:00 Teleconf. to GOP Regional Leader- ship Conference 1:30 Private Mtg. -S 5:00 National Aquarium Recep. ON WASHINGTON, D.C. 30 A Approx 11:30 Visit Olympic Hockey Team Practice 1:00 Trophy Luncheon for Regional Editors 1:30 Private Mtg. -S	10 12:00 Radio Talk ON RANCH 17 Yom Kippur Camp David 12:00 Radio Talk ON CAMP DAVID 24 12:00 Radio Talk 2:00 Radio at Capital Centre 5:00 Barbecue for Radio Stars ON WASHINGTON, D.C.	3 N Ranch 9:06 Radio Talk

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Proposed & Tentative of Administrative Use Only	3 11:30 Mtg w/Pres Pachia of Cape Verde 12:00 Issues Lunch 1:30 Dorothy Harding RSC Flows Directors 4:30 H-Hold	4 9:30 Carstens Mtg 10:00 Arrival HHC Pres Carstens 10:30 Mtg w/Carstens 1:30 Mtg w/Leaders Amer. Hous. Conf.	5 5:00 Reception Assoc. Press Bd. of Directors	6 12:00 Lunch w/VP 1:30 Intv w/Don Lambro 2:00 Cabinet Time 4:00 Personnel Time 4:30 Admin. Time	7 To Louisville, KY Return to Washington	1 12:00 Radio Talk
First Lady Away from White House Tentative	NA Even Heritage Foundation Dinner B-HIE	N 7:15 State Dinner B-HIE	T 5:00 Reception Assoc. Press Bd. of Directors	N 7:00 Cong. Barbecue	N 17:00 Cong. Barbecue (rain date) THA To Camp David	N 7:30 Private Dinner B-HIE
ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON CAMP DAVID	ON WASHINGTON D.C.
10 Columbus Day (Observed)	11 11:00 NSC 12:00 Issues Lunch 2:00 Cabinet Time	12 Columbus Day House recess thru 10/10	13 12:00 Lunch w/VP 2:00 Cabinet Time 4:00 Personnel Time	14 THA To Camp David	15 NA Camp David	8 Senate recess thru 10/10 THA Camp David
ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON CAMP DAVID	ON CAMP DAVID
17 House recesses thru 10/20 Senate recesses thru 11/11	18 9:30 H-Hold Leadership	19 11:30 Math & Science Teaching Awards Presentation	20 12:00 Lunch w/VP 2:00 Cabinet Time 4:00 Personnel Time	21 THA To Camp David	22 NA Augusta, GA	12:00 Radio Talk
1000th Day 12:00 Issues Lunch	T 11:00 NSC 12:00 Lunch w/Elmle Press	T 2:00 Cabinet Time	T 2:00 Cabinet Time	T 11:00 NSC 12:00 Teleconf. to GOP Regional Leader- ship Conf 1:30 H-Hold	NA Augusta, GA	12:00 Radio Talk
5:00 H-Hold	T 4:00 Mtg w/Tom Vail 5:00 Chinese American Recep.	T 2:00 Cabinet Time	T 2:00 Cabinet Time	NA To Augusta, GA	NA Augusta, GA	12:00 Radio Talk
ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON AUGUSTA, GA	ON AUGUSTA, GA
24 United Nations Day 12:00 Issues Lunch Hold Afternoon	25 9:30 GOP Leadership 11:00 Freshman Briefing 11:30 Mtg. w/L. Gen. Freshman Briefing 12:15 Lunch w/Fresh 1:30 Depart. Stms Hold Afternoon & Evening	26 11:30 Dorothy Harding Newhouse Editors	27 12:00 Lunch w/VP 2:00 Cabinet Time	28 To Las Vegas, Nevada To Washington, D.C.	29 NA Hatch	9:00 Radio Talk
ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON WASHINGTON, D.C.	ON AUGUSTA, GA	ON AUGUSTA, GA
31 Halloween Hatch	NA Hatch	10:00 H-Hold	5:00 H-Hold	12:00 Lunch w/VP 2:00 Cabinet Time	12:00 Radio Talk	12:00 Radio Talk

THE WHITE HOUSE
WASHINGTON

August 16, 1983

MEMORANDUM FOR: MICHAEL A. MCMANUS JR.
FROM: FREDERICK J. RYAN, JR.
SUBJECT: Major Business Forum

As you requested, we have checked into major business forums for a Presidential address.

During the September/October time frame, the best one appears to be The Conference Board. It is one of the world's largest associations of corporate leaders.

The group has extended an invitation to the President to address approximately 1000 corporate leaders either in New York or Washington, D.C. The dates they suggest are during the September - November, 1983 time frame.

The group has been addressed by every recent President except Jimmy Carter.

The Office of Public Liaison concurs that this would be a good group to address.

THE WHITE HOUSE

WASHINGTON

August 17, 1983

MEMORANDUM FOR MICHAEL K. DEEVER

THRU: MICHAEL A. McMANUS, JR.
FROM: WILLIAM HENKEL 
SUBJECT: Advance Office Staffing Level

I need your immediate help and support to avert a major problem that has developed in the Advance Office.

From today until The President returns from the Far East trip in mid-November, the Advance Office faces a serious manpower shortage. John Rogers has mandated that Lisa Walker (a GS-4 summer intern) and Kelly Camacho (detailee from Correspondence) are to be terminated from the White House on August 31. This action results from a serious White House staff head count problem as the fiscal year ends. The decision in no way reflects the needs of the Advance Office in the next three months not looking beyond November as we begin to expand either the White House or Campaign staff in anticipation of 1984.

Currently, the Advance Office has fourteen positions plus Lisa Walker and Kelly Camacho. In the summer of 1981, the Advance Office had fourteen positions plus a summer intern. As of August 15 the Advance Office has fourteen positions plus the summer intern and the detailee from Correspondence.

Since my tenure, the scope of the Advance Office's mission has greatly expanded. Examples include:

- 1) Assumption of responsibility to coordinate all in-house events (except Residence social events).
- 2) Increased output of information and coordination with other White House offices including: your schedule memorandum, a trip meeting for each Presidential trip attended by as many as seventeen White House offices and support staff, proposed draft schedule distributed to seventeen Assistants and Special Assistants to the President as well as other offices instrumental in Presidential travel, a traveling guest and staff information memorandum, news summary and media follow-up, post-trip thank yous and photographs, etc.

3. Structured advance process including: surveys, implementation of a standardized office operating procedure, comprehensive pre-advances and responsibility for post trip follow-up.
4. Training: production of an Advanceman's Manual and checklist, introduction of trainees on every Presidential trip and utilization of volunteer lead advancemen.

The above has been accomplished in a period of substantially increased Presidential travel. In the current fiscal year through August 15, the Advance Office has advanced fifty Presidential trips versus (plus the South American trip and the Williamsburg Summit) thirty-one in the comparable period last fiscal year, accomplishing this at a substantially reduced average cost per trip.

All of the above has been accomplished at basically the same staffing level as two years ago (a period of light Presidential travel).

Currently, the Advance Office is involved with the President's trip to Santa Barbara (including a fund raiser), Los Angeles (including private events and the Hispanic lunch), Seattle and San Diego. Coming up are the Florida - Labor Day event, South Carolina, Louisville, Augusta, Dallas and Las Vegas. Mike McManus believes additional events will be added in September. Fred Ryan indicates in October the possibility exists for trips to Philadelphia and the TIME Man of the Year event. In addition, there are seven Washington, D.C., area events in September and October and at least nine scheduled in-house events during the same time period. However, dominating this time period will be the conduct of the Far East pre-advance and actual advance.

All of the above particularly the information production and post trip follow-up requires a very strong administrative office support system. Another fact that has increased the responsibility and importance of the office operation has been the use of volunteer advancemen. These individuals require a much greater level of office support. Anticipating and recognizing these facts, I began training Lisa and Kelly to assume greater responsibility to backup the Trip Coordinators; both have been trained to use the IBM and WANG computers in our office. For the Far East trip I envision at least two Trip Coordinators (out of four) and Betty Richter being totally involved in the Far East with Karen Roberts being the basic contact back in Washington responsible for getting the trip off and assisting Mike McManus. This absolutely mandates Lisa and Kelly's involvement to assist Jan Elston (the only remaining Trip Coordinator) with the responsibilities for the domestic trips as well as in-house events especially in October.

These two individuals are outstanding young women, dedicated and interested in the activities of the Advance Office and The President. They can be indispensable to the Advance Office or the Campaign Committee.

It is my strongest recommendation that the White House transfer these two exceptional individuals to a consulting arrangement or detail commencing September 1 and then in coordination with John Rogers after the start of the new fiscal year, determine their status either at The White House or at the Campaign Committee.

THE WHITE HOUSE
WASHINGTON

AUGUST 25, 1983

MEMORANDUM FOR: MICHAEL K. DEEVER

FROM: FREDERICK J. RYAN, JR. *far*

SUBJECT: THE PRESIDENT'S SUMMARY SCHEDULE FOR JULY 1983

The time accounted for herein does not include staff time, personal time, social events, private appointments and travel time.

NSC	30 hours 15 minutes	37%
CABINET	12 hours 45 minutes	15%
MISCELLANEOUS *	9 hours 40 minutes	12%
PRESS	7 hours 45 minutes	9%
CONGRESSIONAL	7 hours	9%
PUBLIC LIAISON	4 hours	5%
VICE PRESIDENT	2 hours 30 minutes	3%
ADMINISTRATIVE TIME	2 hours	2%
POLICY DEVELOPMENT	1 hour 35 minutes	2%
PERSONNEL	1 hour 35 minutes	2%
ISSUES LUNCH	1 hour 15 minutes	2%
ECONOMIC AFFAIRS	40 minutes	1%
TAPINGS	30 minutes	1%
P.S.I., POLITICAL, SPEECHWRITERS		Less Than 1%

* Includes - Marine Band 185th Birthday Concert; Frank Reynolds' Services; Key Supporters Luncheon

cc: Michael McManus

THE PRESIDENT'S SUMMARY SCHEDULE

JANUARY TO JULY 1983

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AVERAGE %
ADMINISTRATIVE TIME	1%	2%	1%	1%	>1%	1%	2%	1%
BUDGET	5%	-	-	1%	-	1%	-	1%
CABINET	7%	6%	6%	8%	9%	23%	15%	11%
CONGRESSIONAL	16%	12%	12%	9%	22%	8%	9%	13%
COUNSEL	-	-	-	-	-	-	-	-
ECONOMIC AFFAIRS	1%	-	>1%	1%	>1%	1%	1%	1%
INTERGOVERNMENTAL	1%	3%	2%	1%	3%	>1%	-	2%
ISSUES LUNCH	4%	5%	3%	4%	2%	2%	2%	3%
MISCELLANEOUS	8%	12%	19%	10%	8%	9%	12%	11%
MISC	25%	28%	30%	29%	24%	24%	37%	28%
POLITICAL	5%	6%	2%	7%	10%	9%	>1%	6%
PRIVATE SECTOR INITIATIVES	5%	-	3%	10%	2%	2%	>1%	3%
PERSONNEL	1%	1%	>1%	1%	>1%	>1%	2%	1%
PUBLIC LIAISON	9%	8%	7%	7%	6%	8%	5%	7%
POLICY DEVELOPMENT	-	-	-	-	-	1%	2%	>1%
PRESS	8%	14%	12%	7%	12%	8%	9%	10%
SPEECHWRITERS	-	1%	>1%	1%	>1%	1%	>1%	1%
TAPINGS	2%	>1%	1%	1%	1%	1%	1%	1%
VICE PRESIDENT	2%	2%	1%	2%	1%	1%	3%	2%