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MEMORANDUM

12 MARCH 1982

TO: MICHAEL K. DEEVER
FROM: GREGORY *JD* NEWELL
SUBJ: THE PRESIDENT' SUMMARY SCHEDULE FOR FEBRUARY 1982.

The time accounted for herein does not include staff time, personal time, private appointments, or travel time.

NSC	39 hours 30 min	40%*
INTER-GOVERNMENTAL	14 hours 20 min	14%
PRESS	7 hours 40 min	8%
CONGRESSIONAL	7 hours 15 min	7%
POLITICAL	6 hours 40 min	6%
CABINET	6 hours 15 min	6%
PUBLIC LIASON	6 hours 25 min	6%
MISCELLANEOUS	4 hours 30 min	4%
VICE PRESIDENT	3 hours 0 min	3%
ISSUES LUNCHEONS	3 hours 15 min	3%
PERSONNEL	1 hour 5 min	1%
COURTESY/PHOTOS	1 hour 10 min	1%

*Represents percentage of total scheduled meeting time.