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THE WHITE HOUSE
WASHINGTON

cc: JAB

December 7, 1983

MEMORANDUM FOR: MICHAEL K. DEAVER
FROM: FREDERICK J. RYAN, JR. FAR
SUBJECT: THE PRESIDENT'S SUMMARY SCHEDULE FOR NOVEMBER 1983

The time accounted for herein does not include staff time, personal time, social events, private appointments and travel time. NOTE: The President was in the Far East during November 8-13 and in California during November 23-27.

| | | |
|---------------------|--------------------|-----|
| NSC | 24 hours | 44% |
| MISCELLANEOUS * | 10 hours | 18% |
| CABINET | 5 hours 50 minutes | 11% |
| CONGRESSIONAL | 5 hours 20 minutes | 10% |
| PRESS | 1 hour 40 minutes | 3% |
| VICE PRESIDENT | 1 hour 20 minutes | 2% |
| BUDGET | 1 hour 15 minutes | 2% |
| ADMINISTRATIVE TIME | 1 hour 15 minutes | 2% |
| ISSUES LUNCH | 1 hour | 2% |
| TAPINGS | 55 minutes | 2% |
| PERSONNEL | 50 minutes | 1% |
| INTERGOVERNMENTAL | 40 minutes | 1% |
| POLITICAL | 30 minutes | 1% |
| PUBLIC LIAISON | 30 minutes | 1% |

* Includes - Meeting with President Ford; Reagan/Bush Reunion; Memorial Service for Beirut & Grenada casualty victims; St. Georges' medical students event; John F. Kennedy Memorial Service

cc: Michael A. McManus

THE PRESIDENT'S SUMMARY SCHEDULE

JANUARY TO NOVEMBER 1983

| | JAN. | FEB. | MAR. | APR. | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | AVERAGE % |
|----------------------------|------|------|------|------|-----|------|------|--------|-----------|---------|----------|-----------|
| ADMINISTRATIVE TIME | 1% | 2% | 1% | 1% | >1% | 1% | 2% | 1% | 1% | 1% | 2% | 1% |
| BUDGET | 5% | - | - | 1% | - | 1% | - | - | - | 3% | 2% | 1% |
| CABINET | 7% | 6% | 6% | 8% | 9% | 23% | 15% | 8% | 7% | 13% | 11% | 10% |
| CONGRESSIONAL | 16% | 12% | 12% | 9% | 22% | 8% | 9% | 8% | 6% | 9% | 10% | 11% |
| COUNSEL | - | - | - | - | - | - | - | 5% | 1% | 1% | - | 1% |
| ECONOMIC AFFAIRS | 1% | - | >1% | 1% | >1% | 1% | 1% | 1% | 1% | 1% | - | 1% |
| INTERGOVERNMENTAL | 1% | 3% | 2% | 1% | 3% | >1% | - | - | 3% | 1% | 1% | 1% |
| ISSUES LUNCH | 4% | 5% | 3% | 4% | 2% | 2% | 2% | 3% | 2% | 4% | 2% | 3% |
| MISCELLANEOUS | 8% | 12% | 19% | 10% | 8% | 9% | 12% | 4% | 10% | 5% | 18% | 10% |
| NSC | 25% | 28% | 30% | 29% | 24% | 24% | 37% | 23% | 41% | 37% | 44% | 31% |
| POLITICAL | 5% | 6% | 2% | 7% | 10% | 9% | >1% | 3% | 11% | 6% | 1% | 5% |
| PRIVATE SECTOR INITIATIVES | 5% | - | 3% | 10% | 2% | 2% | >1% | - | 1% | 1% | - | 2% |
| PERSONNEL | 1% | 1% | >1% | 1% | >1% | >1% | 2% | 3% | 3% | 2% | 1% | 1% |
| PUBLIC LIAISON | 9% | 8% | 7% | 7% | 6% | 8% | 5% | 33% | 5% | 1% | 1% | 8% |
| POLICY DEVELOPMENT | - | - | - | - | - | 1% | 2% | - | 3% | 1% | - | 1% |
| PRESS | 8% | 14% | 12% | 7% | 12% | 8% | 9% | 5% | 4% | 14% | 3% | 9% |
| SPEECHWRITERS | - | 1% | >1% | 1% | >1% | 1% | >1% | 1% | 1% | - | - | >1% |
| TAPINGS | 2% | >1% | 1% | 1% | 1% | 1% | 1% | 1% | 1% | 2% | 2% | 1% |
| VICE PRESIDENT | 2% | 2% | 1% | 2% | 1% | 1% | 3% | 1% | 1% | 2% | 2% | 2% |

PERSONAL STAFF TIME

NOVEMBER 1983

| <u>DATE</u> | <u>SCHEDULED TIME</u> | <u>INTERRUPTION</u> | <u>ACTUAL TIME</u> |
|-------------|-----------------------|--|--------------------|
| 1 | 60 min | -27 Previous two meetings (Deaver & Cabinet) exceeded time | 33 min |
| 2 | 60 min | - 3 Martin Luther King Family Photo Op | 57 min |
| | 50 min | - 8 Vice President | 42 min |
| 3 | 60 min | | 60 min |
| | 60 min | - ? Meese/Deaver | 60 min (?) |
| | | - ? L. Speakes | |
| 4 | --- | | |
| 5 | --- | | |
| 6 | --- | | |
| 7 | 30 min | | 30 min |
| | 90 min | | 90 min |
| 8 - 13 | Far East Trip | | 110 min |
| 14 | 110 min | | 150 min |
| | 150 min | | 60 min |
| 15 | 75 min | -15 National Security Briefing exceeded time | 157 min |
| | 180 min | -23 Congressional meeting started late and exceeded time | |
| 16 | 75 min | -14 Cabinet meeting exceeded time | 56 min |
| | | - 5 Meese/Fuller | |
| | 180 min | -20 NSPG meeting | 160 min |
| 17 | 120 min | | 120 min |
| | 30 min | | 30 min |
| | 60 min | | 60 min |
| 18 | 45 min | | 45 min |
| | 180 min | | 180 min |
| 19 | --- | | |
| 20 | --- | | |
| 21 | 60 min | | 60 min |
| | 50 min | | 50 min |
| | 60 min | | 60 min |
| 22 | 60 min | | 60 min |
| 23 - 27 | California | | 30 min |
| 28 | 30 min | | 24 min |
| | 30 min | - 6 Issues Lunch exceeded time | 150 min |
| | 150 min | | 55 min |
| 29 | 60 min | - 5 Senior Staff Meeting exceeded time | 120 min |
| | 120 min | | 60 min |
| 30 | 60 min | | 120 min |
| | 120 min | | |
| TOTALS: | 2415 min | -126 min | 2289 min |