

Ronald Reagan Presidential Library  
Digital Library Collections

---

This is a PDF of a folder from our textual  
collections.

---

**Collection: Deaver, Michael**  
**Folder Title: Scheduling [Memos Dated]**  
**August 1984**  
**Box: 32**

---

To see more digitized collections  
visit: <https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories  
visit: <https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: [reagan.library@nara.gov](mailto:reagan.library@nara.gov)

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives

Catalogue: <https://catalog.archives.gov/>

THE WHITE HOUSE  
WASHINGTON

August 14, 1984

*JAB*  
*FBI et al*

*JAB*  
*see*

MEMORANDUM FOR: MICHAEL K. DEEVER  
FROM: FREDERICK J. RYAN, JR. *FJR*  
SUBJECT: THE PRESIDENT'S SUMMARY SCHEDULE FOR JULY, 1984

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

CABINET	22 hours 45 minutes	23%
POLITICAL	19 hours 20 minutes	20%
PRESS	14 hours 15 minutes	15%
NSC	12 hours 45 minutes	13%
MISCELLANEOUS *	11 hours 15 minutes	12%
PUBLIC LIAISON	2 hours 40 minutes	3%
ISSUES LUNCHEONS	2 hours 35 minutes	3%
COUNSEL	2 hours 30 minutes	3%
CONGRESSIONAL	1 hour 30 minutes	2%
TAPINGS	1 hour 20 minutes	1%
VICE PRESIDENT	1 hour	1%
POLICY DEVELOPMENT	1 hour	1%
SECRETARY SHULTZ	55 minutes	1%
ADMINISTRATIVE TIME	40 minutes	1%
BUDGET	40 minutes	1%
PERSONNEL, MILITARY OFFICE, INTERGOVERNMENTAL		1%

\* Includes - "Firecracker 400" Auto Race and Picnic with Drivers; Briefing for Citizens for America; Greet U.S. Olympic Team and Opening Ceremony of 1984 Summer Olympics

cc: Michael A. McManus

THE PRESIDENT'S SUMMARY SCHEDULE

JANUARY - JULY 1984

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AVERAGE %</u>
ADMINISTRATIVE TIME	1%	2%	1%	1%	2%	2%	1%	1%
BUDGET	4%	>1%	1%	-	-	-	1%	1%
CABINET	8%	7%	7%	8%	10%	13%	23%	11%
CONGRESSIONAL	10%	3%	9%	9%	5%	11%	2%	7%
COUNSEL	-	-	-	-	-	-	3%	>1%
ECONOMIC AFFAIRS	-	-	-	-	-	-	-	-
INTERGOVERNMENTAL	2%	6%	4%	1%	>1%	1%	>1%	2%
ISSUES LUNCHEONS	3%	1%	1%	2%	1%	1%	3%	2%
MILITARY OFFICE	-	-	-	-	-	>1%	>1%	>1%
MISCELLANEOUS	12%	14%	5%	9%	10%	7%	12%	10%
NSC	29%	30%	32%	27%	32%	30%	13%	28%
POLITICAL	12%	17%	8%	2%	7%	8%	20%	11%
PRIVATE SECTOR INITIATIVES	-	>1%	2%	-	2%	5%	-	1%
PERSONNEL	1%	1%	1%	1%	1%	2%	>1%	1%
PUBLIC LIAISON	6%	4%	11%	28%	5%	2%	3%	8%
POLICY DEVELOPMENT	1%	-	-	-	-	-	1%	>1%
PRESS	5%	11%	10%	9%	11%	10%	15%	10%
SECRETARY SHULTZ	2%	1%	3%	2%	2%	3%	1%	2%
TAPINGS	1%	1%	1%	1%	2%	1%	1%	1%