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Atlanta, GA 30307

<http://www.jimmycarterlibrary.gov>

Records of the Appointments/Scheduling/Advance Office: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Appointments/Scheduling/Advance Office

Title: Records of the Appointments/Scheduling/Advance Office

Dates: 1977-1981

Quantity: 155 linear feet (130 linear feet open for research), 281 containers

Identification:

Accession Number: 80-1

National Archives Identifier: 1100

Scope and Content:

The files of the Appointments/Scheduling/Advance Office consists of correspondence, memoranda, reports, schedules, reference notebooks, scheduling logs, speeches, briefing papers, press releases, travel documents, and gate lists. These materials illustrate how this office accounted for the President's day to day schedule, and how the staff planned and organized the President's travel, daily schedules, and appointments. The collection is divided into two parent offices: the Diary Office and the Staff Advance Office.

Creator Information: Appointments/Scheduling/Advance Office.

The Diary Office was responsible for both recording names of participants in Presidential meetings or activities, and accounting for the President's time on a twenty-four hour basis. The Scheduling Office established a hypothetical fifty-five hour work week for the President, and with his approval, set goals and limits for time devoted to the categories established by that office. The Staff Advance Office provided planning and support for all the presidential travel including many of the Washington, D.C. events involving the President.

[Biographical information](#) on key office personnel is located at the end of the finding aid.

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with Executive Order 12958, which governs National Security policies, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions. (I.e. newspapers, publications, etc.) Researchers should contact the publisher for further information.

Index Terms:

Limited to major topics under each category

Persons: President Jimmy Carter, Francis Voorde, Phil Wise, Nancy Gemmell, Tim Kraft, Tim G. Smith, Scott Douglas

Subjects: Presidential Trips, Presidential Schedules, Daily Diary

Types of Material: Correspondence, memoranda, background reports, schedules, reference notebooks, logs, speeches, briefing papers, press releases, travel documents, gate lists, daily diary

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in January 1987. Subsequent series in the collection were opened in 2011, 2015, and 2019. The open dates are indicated in the series descriptions.

System of Arrangement:

Arrangement Note: The Appointments/Scheduling/Advance Office contains the files of the parent office as well as sub-offices that were created to handle specific tasks.

The records of the Appointments/Scheduling/Advance Office are divided into two offices:

Diary Office
Staff Advance Office

Diary Office

Office Summary

Creator: Appointments/Scheduling/Advance Office. Diary Office

Title: Records of the Appointments/Scheduling/Advance Office

Dates: 1977-1981

Office Description:

The Diary Office was responsible for both recording names of participants in Presidential meetings or activities, and accounting for the President's time on a twenty-four hour basis. The office also produced studies of how the President spent his time at different activities and with various staff members. The Scheduling Office established a hypothetical fifty-five hour work week for the President and, with his approval, set goals and limits for time devoted to the categories established by that office. The Diary Office was responsible for this report, in addition to answering inquiries and requests from White House and Congressional offices about Presidential contacts and activities which appeared in the diary. Susan D. Yowell and Ellen M. Jones, members of the National Archives staff, were detailed to the White House and worked in the Presidential Diary Office from January 1977 until January 1981.

To understand the terms, abbreviations, and names that are referred to in the daily diary, a meeting type index and name index were created. These indexes are located in the Jimmy Carter Library's research room. Please refer to [Appendix 1](#) for further explanation.

System of Arrangement:

The records of the Diary Office are divided into two series:

Series Title	National Archives Identifier
Presidential Daily Diary Files	150242
Presidential Daily Diary Subject Files	150341

Detailed Description of the Series

Presidential Daily Diary Files

Scope and Content: Containers 1-98. This series was opened in January 1987. This series contains the original Daily Diary including background material, schedules, appendices, memoranda, and reports. The material documents the President's activities from the time he arose until he retired for the day during each day of his administration. A typical entry includes: location of Presidential activity, date, time and day; meeting times; telephone calls placed/received; description of the activity; and lists of participants with appropriate titles. Supporting material for the diary generally includes: annotated tentative and revised schedules; annotated copies of the Daily Diary with appendices; original copies of appendices; an Oval

Office log; Secret Service reports; and telephone memoranda. The supporting material may also contain reports from the President's military aide; scheduling requests and proposals; speeches; briefing memoranda; press releases; and Secret Service gate lists. Arranged chronologically.

Presidential Daily Diary Subject Files

Scope and Content: Containers 99-111. This series was opened in January 1987. This series contains reference notebooks according to topics, memoranda, and reports. These files primarily document the Presidential Diary Office's functions as a reference and report-producing organization. Also included are index cards arranged by surname. Arranged alphabetically by folder title.

[Return to series list](#)

Container List

Presidential Daily Diary Files

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Container 51

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Container 55

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Container 85

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Container 87

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Container 88

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Container 89

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Container 98

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Presidential Diary - Name Index Cards, G-M, 1977

Container 110

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Staff Advance Office

Office Summary

Creator: Appointments/Scheduling/Advance Office. Staff Advance Office

Title: Records of the Appointments/Scheduling/Advance Office

Dates: 1977-1981

Office Description:

The Staff Advance Office was responsible for the planning, organization, and implementation of the President's daily and long-range schedules. All requests for appointments, meetings, or time with the President were directed through this office. In addition to scheduling the President's time, this office was responsible for the design and structure of President and First Lady's activities at each location outside the White House complex. In addition, the office was responsible for travel arrangements including lists for hotel rooms and Air Force One plane manifests.

System of Arrangement:

The records of the Staff Advanced Office are divided into twenty one series:

Series Title	National Archives Identifier
Marie Keech LeGrande's Presidential Trip Files	585964
Francis Voorde's Domestic Trips Briefing Files	585972
President Carter's Domestic Trips Briefing Files	583186
Staff Advance's Presidential Trip Files	5890379
President Carter's Foreign Trips Briefing Files	5956453
Phil Wise's Subject Files	585971
Phil Wise's Trip Files	6004198
Sandy Dockery's and Bob Dunn's Subject Files	6884051
Mario Cooper's Trip Files	6883944
Helen Donaldson's Scheduling Files	6883981
Janet de Michaelis' Trip Files	585963
Karen Russell's Personnel Files	24331150
Karen Russell 's Office Files	585973
Ed Maddox's Trip Files	7280596
Francis Voorde's Chron Files	148062901
Francis Voorde's Subject Files	7280594
Joe Murphy's Scheduling Files	7280595
Scott Douglas' Scheduling Files	7280597
In Town and Domestic Scheduling Files	585968
President and First Lady's Scheduling Files	7347154

Nancy Gemmell's Correspondence Files	585965
Nancy Gemmell's Subject Files	170539327
Phil Wise's Telephone Memos and Presidential Movement Logs	585967
Marie Keech LeGrande's Visit of Deng Xiaoping Files	178828964

Detailed Description of the Series

Marie Keech LeGrande's Presidential Trip Files

Scope and Content: Containers 1-17. This series was opened on July 2011. This series consists of handwritten notes and lists regarding event point of contacts, thank-you letters, airport greeters, press credentials, participant lists at events, set-up supply lists, information for stage set-ups, and hotel room lists for staff. Also included are trip itineraries, plane manifests, event diagrams, press clippings, and correspondence relating to domestic visits and trips outside the White House. In addition, a few of the First Lady's trip itineraries are included. Arranged chronologically.

Francis Voorde's Domestic Trips Briefing Files

Scope and Content: Containers 18-27. This series was opened on July 2011. This series contains background political and state overviews, schedules, political profiles on politicians, and background information on state specific issues and congressional delegations. Arranged chronologically.

President Carter's Domestic Trips Briefing Files

Scope and Content: Containers 28-41. This series was opened on July 2011. This series contains material relating to presidential trips including summary schedules, diagrams of buildings or venues where the president was appearing; political overviews of state and city issues; profiles on politicians; background information on specific issues; correspondence, press clippings, and memorandums. Arranged chronologically.

Staff Advance's Presidential Trip Files

Scope and Content: Containers 42-79. This series was opened on July 2011. This series contains material relating to presidential trips including schedules, itineraries, diagrams of buildings or venues where the president was appearing; plane manifest lists, lists of people in attendance, correspondence, press clippings, and thank-you letters. Arranged alphabetically by state and there under chronologically

President Carter's Foreign Trips Briefing Files

Scope and Content: Containers 80-96. This series was opened on July 2011. This series contains material relating to the President's foreign trips including schedules, manifest notifications, memoranda, diagrams of buildings or venues where the President is appearing, plane manifests, lists of people in attendance, press clippings, and thank-you letters. A few of the First Lady's foreign trip itineraries are also included. Arranged chronologically.

Phil Wise's Subject Files

Scope and Content: Containers 97-107. This series was opened on July 2011. This series contains correspondence, memorandums, appointments and schedules, resumes, and handwritten notes. This material relates to his work as Appointments Secretary; involvement in the 1980 campaign; and other miscellaneous work. These papers also include greeting and photo requests of President Carter; event invitations, briefings, and casework. In addition, the series contains press clippings regarding 1980 campaign efforts, and public opinions regarding the states of Idaho, Utah, Montana, and Florida. Also included are various grant requests, endorsements, voting data on blacks, personnel matters, Carter's supporter information, telephone movement logs, and rolodexes with contributor information. Arranged alphabetically by folder title.

Phil Wise's Trip Files

Scope and Content: Containers 108-111. This series was opened on July 2011. This series consists of correspondence, memorandum, schedules, itineraries, manifest notifications and news clippings. Also included in the series are lists of delegate selections, list of invitees, cables, expense reports, and seating diagrams. Arranged alphabetically by folder title.

Sandy Dockery's and Bob Dunn's Subject Files

Scope and Content: Containers 112-116. This series was opened in July 2011. This series consists of press releases, background briefings and reports, notes, talking points, reference guides, Air Force One guest lists, travel plans, memorandums, correspondence, pool reports, pamphlets, brochures, and newspaper and magazine clippings. The material relates to the 1980 campaign trips. Arranged alphabetically by folder title.

Mario Cooper's Trip Files

Scope and Content: Containers 117-118. This series was opened in July 2012. This series consists of handwritten notes and lists regarding point of contacts, thank-you letters, airport greeter lists, and hotel room lists for staff. Also included are trip itineraries, plane manifests, news clippings, photographs, and correspondence relating to domestic visits outside the White House and international trips. Arranged chronologically.

Helen Donaldson's Proposed Scheduling Files

Scope and Content: Containers 119-121. This series was opened in July 2012. This series contains weekly scheduling proposals for the President, memoranda, and time budget records. Arranged chronologically.

Janet de Michaelis' Trip Files

Scope and Content: Containers 122-127. This series was opened in September 2015. This series consists of travel vouchers, handwritten notes, travel logs, state maps, and travel receipts, forms and itineraries. The material is related to trips taken during the 1980 campaign. The series also contains general guidelines covering official and political travel by the White House staff. Arranged alphabetically by folder title.

Karen Russell's Personnel Files

Scope and Content: Containers 128-130. This series was open in November 2015. This series consists of White House Personnel Action requests, biographical information, evaluations, resumes, travel vouchers, memorandums, and correspondence. The materials contains vital information on consultants, volunteers, seminar participants, and part-time workers who provided service to the 1980 campaign. Arranged alphabetically by folder title.

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Karen Russell's Office Files

Scope and Content: Containers 131-132. This series was opened in November 2015. This series consists of biographical sheets, evaluation forms, applications for administrative positions, staff thank you drafts and letters, potential consultants lists, background information on seminar attendees, notes, memorandums, correspondence, and photos. Also included is Air Force One's flight times and menus. The material relates to the 1980 campaign trips. Arranged alphabetically by folder title.

Ed Maddox's Trip Files

Scope and Content: Containers 133-135. This series was opened in December 2015. This series consists of correspondence, background trip information, motorcade formats, manifests, trip itineraries, diagrams, pamphlets, and photographs. The material relates to Ed Maddox's trips between 1977-1979. Arranged alphabetically by folder title.

Francis Voorde's Chronological Files

Scope and Content: Containers 136-138. This series was opened in September, 2019. The series consists of invitations and correspondence requesting speakers, government representatives, and the President to events, fundraisers, university programs, civic organizations, and businesses. Arranged chronologically.

Francis Voorde's Subject Files

Scope and Content: Containers 139-145. This series was opened in September, 2019. The series consists of correspondence, requests and invitations for meetings and appointments with the President, and form responses to the requests. Also included are invitations to the White House in support of attendance at outside events. A few memorandums between the Advance Office staff and White House staff members is also contained. The majority of materials was received at the White House right after the election between November, 1976 and January, 1977. Arranged alphabetically by subject.

Joe Murphy's Scheduling Files

Scope and Content: Container 146. This series was opened in September, 2019. The series contains trip schedules and itineraries including background briefings and political overviews relating to the 1980 campaign. Arranged chronologically.

Scott Douglas' Scheduling Files

Scope and Content: Containers 147-148. This series was opened in September, 2019. The series consists of trip schedules, correspondence, guest, volunteer, and participant lists; advance type

information such as stage diagrams and table settings; and remarks or speeches for events. The materials relate to 1980 campaign trips. Arranged chronologically.

[Intown and Domestic Scheduling Files](#)

Scope and Content: Containers 149-150. This series was opened in September, 2019. The series contains schedules and itineraries for local and state events. Arranged chronologically.

[President and First Lady's Scheduling Files](#)

Scope and Content: Containers 151-153. This series was opened in September, 2019. The series contains daily schedule summaries that include annotations and notes for the White House staff photographers. Arranged chronologically.

[Nancy Gemmell's Correspondence Files](#)

Scope and Content: Containers 154-169. This series was opened in November, 2019. The series consists of correspondence mainly sent to Phil Wise and is related to requests for President Carter's attendance at events, the 1980 campaign, and general correspondence related to state activities and events. Other correspondence was handled by Francis Voorde and consists of outgoing regret letters in response to personal invitations to President Carter. Arranged alphabetically by subject.

[Nancy Gemmell's Subject Files](#)

Scope and Content: Containers 170-224. This series was opened in March, 2019. The series consists of correspondence, memos, invitations, schedules, itineraries, calendars, press releases, telephone logs, and resumes. The material mainly relates to President Jimmy Carter's daily schedules, 1980 campaign state correspondence, and foreign trip files. The series contains the files of several staff members including Phil Wise, Tim Smith, Dan Lee, and Ralph Hamilton. Also included in the foreign trip files are background briefings and notes, State Department briefing books, and scheduling requests and recommendations. Of special note, the series contains the President's original schedules along with his handwritten comments. Arranged alphabetically by subject.

[Phil Wise's Telephone Memos and Presidential Movement Logs](#)

Scope and Content: Containers 225-232. This series was opened in March, 2021. The series contains Phil Wise's telephone memo notes and President Jimmy Carter's movement logs. Arranged chronologically.

[Marie Keech LeGrande's Visit of Deng Xiaoping Files](#)

Scope and Content: Containers 233-234. This series was opened in March, 2021. The series consists of correspondence and planning schedules relating to Deng Xiaoping's visit to the United States. Arranged alphabetically by subject.

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Last modified: March 16, 2020

Biographical Information

Francis Voorde

The President today announced the Francis Voorde was born in South Bend, Indiana and was a graduate of St. Mary's College, Notre Dame, where she received a B.A. She received an M.A. in history and diplomatic history from George Washington University.

From 1961 to 1964, she worked as personal and appointments secretary to Representative J. Edward Roush, and from 1965 to 1971, she was Executive Secretary to Senator Birch Bayh. She also served as director of scheduling and assistant political director in Bayh's 1971 Presidential campaign. She was scheduling and advance coordinator in Sargent Shriver's 1972 Vice-Presidential campaign.

Voorde was Assistant Chief of the Office of Records and Registration of the U.S. House of Representatives from 1972 to 1975, and from 1975 to 1976; she was a Special Assistant in the Office of Disclosure and Compliance of the Federal Election Commission.

In August of 1976, she served as Deputy Director of the office of voter registration at the Democratic National Committee.

Francis Voorde served as Director of Scheduling at the White House from January 1977 until mid-1978. President Carter appointed her as Deputy Appointments Secretary on May 11, 1978. She served in this capacity until the end of the administration in 1981.

Phil Wise

Phillip J. Wise, Jr. was born in Plains, Georgia in 1951 and graduated from Georgia Institute of Technology in 1973 with a BS in industrial management. He worked on Jimmy Carter's gubernatorial staff. He served as Carter's field manager for the Florida campaign office during the 1976 Presidential Election. Florida was considered a pivotal state for the winning campaign strategy designed by Hamilton Jordan, and was therefore a center of action during the Florida Primary and General Election. Wise became Carter's Appointments Secretary from 1977-1981 and simultaneously served in an advisory role to the 1980 Carter/Mondale re-election campaign, especially in the state of Florida. Since 1994, Wise has been affiliated with the Carter Center.

APPENDIX 1

PRESIDENTIAL DIARY: MEETING TYPE INDEX, 1977-1981
VOLUME: 5"

This portion of the Presidential Diary index consists of eleven microfiche cards which have been copied to paper and sanitized. The files are arranged chronologically by year. Each year is further subdivided into types of activities (see APPENDIX 1) and further divided under each activity by date. The fiche was generated by Susan Yowell's office in conjunction with the

Appointments Office. This project was concerned with allocating, accounting for, and productively using the President's time.

The date of a particular meeting displays the subject of the meeting; where it was held (if outside the Oval Office); mode of travel (if applicable); names of participants (although not always detailed: e.g. et al., members of the press); duration in total number of hours and minutes; and any special notations (e.g. See List with Diary). Travel mode notations also include method of movement" (motored, Marine One, Air Force One); departure point; destination; and purpose of travel.

At the end of each year, the total amount of time which the President spent at a particular meeting type was compiled and computed in total number of hours, percentage of the President's total time for the year, and percentage of deviation from the allotted time for that activity.

The index also displays the total number of pages which any particular activity occupies on that year's compilation. This index allows access to the Presidential Diary according to meeting type and provides statistics concerning Presidential time allocation. It does not provide a comprehensive list of meeting participants, which is furnished by the Diary itself, nor does it supply name access to the Diary, which is derived from the Name Index.

FOLDER TITLE LIST

1. Index by Meeting Type, 1977
2. Index by Meeting Type, 1978 [1]
3. Index by Meeting Type, 1978 [2]
4. Index by Meeting Type, 1979 [1]
5. Index by Meeting Type, 1979 [2]
6. Index by Meeting Type, 1980-81 [1]
7. Index by Meeting Type, 1980-81 [2]

Types of Meetings

- | | |
|----|--|
| AO | 1. Alone in Office/Private Working Time |
| CE | 2. Cabinet and Executive Ranch |
| CG | 3. Constituency Group |
| CT | 4. Campaign/Political Domestic Travel (Outside Washington, D.C.) |
| FA | 5. Fixed Appointment |
| FO | 6. Foreign Visitors |
| FT | 7. Foreign Travel |

- MC 8. Members of Congress
- ME 9. Media/Press
- OT 10. Official Domestic Travel (Outside Washington, D.C.)
- PR 11. Personal Time in Residence
- PT 12. Personal Time outside D.C.
- PW 13. Personal Time in Washington (Outside Washington, D.C.)
- TC 14. Telephone Calls – Completed
- TN 15. Telephone Calls – Not Completed
- WH 16. White House Staff
- XX 17. Other

Meeting Locations

- AF Air Force One
- AU Motorcade (State indicator within state) _____
- BA Bowling Alley
- CD Camp David, MD
- CR Cabinet Room
- DC Washington, D.C.
- EW Other East Wing
- EX Old Executive Office Building
- FO Foreign Country
- FT Family Theater
- GF Ground Floor
- GR Other White House Grounds
- MI Marine 1
- MR Map Room
- OO Oval Office
- PB Press Briefing Area
- RE Second Floor Residence
- RG Rose Garden
- RR Roosevelt Room
- SF State Floor Residence
- WW Other West Wing Two-letter Postal Abbreviation for States

Catalog Abbreviations

- AGE Senior Citizens/Aging
- AGR Farmer/Agriculture
- AMB U.S. Ambassador
- AMI Personal Friend
- ART Arts/Humanities
- ADV Advocacy Group/Consumers

AWD Award Recipient
 BLK Black
 BOR Housewife
 BUS Businessman/Business Leader
 CAB Cabinet Member
 CAN US Political Candidate
 CEA Council of Economic Advisers
 CFH Carter Family Host
 CON Contributor
 COS Congressional Staff
 CWO Campaign Worker
 DED Deceased
 DEL Delegate or Alternate
 DNC National Committee Member
 DOC Medical Profession/Health
 DPL Other US Diplomat
 DPS Domestic Policy Staff
 EBC Executive Boards/Commissions
 ECN Economist
 ECO Ecologist/Conservationist
 EMP State Employee (Not elected)
 EDU Educator
 ENT Entertainer
 EXE Executive Department or Agency
 FAB Foreign Ambassador
 FAM Family
 FHS Foreign Head of State/Chief of Government
 FMN Foreign Minister
 FOF Friend of Family
 FPC Foreign Private Citizen
 GIV Charitable/Philanthropic
 GOP Republican National Committee
 GOV Governor
 GUE Guest of VIP
 HAN Handicapped
 HOW American Indian
 HSP Hispanic
 INT International Organization
 ITA Italian
 INV Personnel candidate/Interviewee
 JCS Joint Chiefs of Staff
 JOC Athlete
 JWH Jewish
 JUD Judiciary
 KID Youth
 LAB Labor Leader

LAW Legal Profession
 MAY Mayors
 MED Media
 MIL Military
 NCA No Applicable Category
 NSC National Security Council
 NSP Non-specific Special Interest
 NUN Catholic
 OET Other Ethnic
 OFO Other Foreign Government Officials
 OMB Office of Management and Budget
 OPS Other Political Supporter
 ORL Other Religious
 OSL Other State and Local Officials
 PNB Peanut Brigade
 POL Other National Political Leader
 PRT Protestant
 REF Reference
 REP US House of Representatives
 REL Relative of VIP
 SCI Scientist
 SEE See Reference (Other Title Field)
 SEN U.S. Senator
 SLE State Legislator
 SOC Social/Fraternal/Civic Organization
 SSR Social Science Research Organization
 SUP Support Staff
 URB Urban Interest Group
 USS Secret Service
 VET Veteran
 VPS Vice President's Staff
 WGN List Not Entered/See Diary
 WHO Unidentified
 WHS White House Staff
 WOM Women's Leader

PRESIDENTIAL DIARY: NAME INDEX, 1977-1981

VOLUME: 2'9"

This portion of the Presidential Diary index consists of fifty microfiche cards which have been copied to paper and sanitized. The index is arranged alphabetically. Each entry lists such information as: last name, first name, middle initial, three letter descriptor (e.g. White, John Exe; see also note in the next paragraph) if no middle initial is available; nickname, marital status, spouse's name if applicable; date file created, date of last update; job title or job description of

the individual, including business and home addresses, political party and government agency if applicable.

Meeting dates (year/month/day) are displayed in reverse chronological order and display whether an individual's attendance was confirmed (C), not confirmed (N), or not present (X). Each date also lists the duration of an event using the 24 hour clock and include beginning and ending time, the type of event and where it was held, type of meeting (using a two-letter abbreviation from APPENDIX 1) or if the contact was by telephone, and includes a three-letter descriptor to assist in identification of individuals with similar names (see list of catalog abbreviations in Appendix 1).

There are multiple listings for individuals who occupied varied positions in the administration and cross-references if other entries for an individual include an incomplete name. The index does list some organizations by title, but is not as complete as the information for an individual entry.

This index allows access to the Presidential Diary by name of participant and indicates the number of times an individual met with the President. This name index is the only name access to the Diary, and it appears to be both accurate and thorough.

The index ceases with January 13, 1981, however. The entries are also marred by typographical errors and entries for such subjects as: Approximately, Attendees, for complete list see Diary, etc.

CONTAINER LIST

1. Diary Name Index, A through Ck.
2. Diary Name Index, Cl through Fz.
3. Diary Name Index, G through Kline.
4. Diary Name Index, Klinef through Moody, G.
5. Diary Name Index, Moody, J. through Rz.
6. Diary Name Index, S through V
7. Diary Name Index, W through Z

Types of Meetings

1. Alone in Office/Private Working Time
2. Cabinet and Executive Branch
3. Constituency Groups
4. Fixed Appointment
5. Foreign Visitors
6. Foreign Travel
7. Members of Congress
8. Media/Press
9. Official Domestic Travel (Outside Washington, D.C.)
10. Personal Time in Residence
11. Personal Time outside D.C.
12. Personal Time in Washington (Outside White House Grounds)

13. Telephone Calls - Completed
14. White House Staff
15. Other