

**CHAPTER**  
**13**  
**SECTION 1**
**CORE WORKSHEET****The President's Job Description****3**

## The President's Daily Schedule

During the first few months of his presidency, President Harry S. Truman recorded all of his meetings and activities in a series of daily appointment sheets. This is a sample appointment sheet, from May 21, 1945 (excerpt from *Off the Record: The Private Papers of Harry S. Truman* by Harry S. Truman). Mark each activity on the list according to which of the President's eight roles it fulfills. If an activity fulfills more than one presidential role, indicate all roles that you think apply. The eight roles are:

Chief of State

Commander in Chief

Chief Executive

Chief Legislator

Chief Administrator

Chief of Party

Chief Diplomat

Chief Citizen

President's Schedule	Presidential Role
9:30 [Representative Andrew J. May (Kentucky)] Talked about Universal Service Bill. Also discussed the prospects for the Japanese war. He is Chairman of Military Committee of the House and is a key man in military policies of the country.	
10:15 [Harriman] Here to discuss Russian situation and to get further and final instructions in connection Conversation with Stalin. Also discussed possibility of a meeting between Stalin, Churchill and myself at a later date to try to arrange to overcome the misunderstanding and difficulties which have risen since Germany folded up.	
10:20 [Paul Dillon, Judge John W. Joynt] Just came in to pay respects—couple of good political friends from Saint Louis, Missouri.	
11:15 [Secretary of Labor Perkins] Came in to discuss her resignation. She told me ever since 1936 she had been trying to leave the Department but that President Roosevelt could not get along without her—she now felt I should have a Cabinet of my own choosing and she would like very much to quit. I reluctantly accepted her resignation.	

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12:00 [C.B. Baldwin, Elmer Benson] Came in to talk Minnesota politics and to discuss appointment of Federal Judge in Minnesota.	
12:15 [Archbishop Athenagoras] Came to pay respects and have his picture taken with President of U.S.	
1:00 [Joint session of Congress] Presented the One Hundredth Congressional Medal of Honor awarded to Infantryman, Sgt. Jake Lindsay, in the presence of Congress, Supreme Court, and members of Lindsay's family. General Marshall read the citation and I placed the medal around his neck. I told the young man that it was a privilege on my part to put this medal around his neck and I would rather have that medal than to be President of the U.S.	
2:00 [Harold D. Smith, director of the budget] Discussed ordinary matters of the budget.	