

MEMORANDUM FOR: RECORD

FROM: Cliff Bernath

DATE: March 14, 1997

SUBJECT: Lewinsky Counselling

*Ken: These notes were  
in my normal "Notes"  
package to you - but I'm  
not sure you've had a chance  
to read them -*

*cjl*

Re:  Counselling

\* So far as I can tell, Ken is happy with her support. Responsive and attentive.

\* My concerns;

- Ken's calendar. Too many errors in the mornings. Need to work the schedule better before she leaves at night. Too late by time she arrives in morning. She has primary responsibility for his calendar and its accuracy. She needs to verify everything on it and share the information with Mark early enough in the afternoon so we can get together and resolve conflicts. Also, shouldn't make excuses or blame others when Ken finds an error or asks a question we can't answer.

\* Work Area. Need to clean it up and keep it clean. Part of professionalism. She has to stay organized.

\* Ken's inbox. We need to do a better job of monitoring what goes into it. In general, other than personal mail and DDI products, almost everything else should come to me. We've talked about that but it isn't happening.

\* Other:

- Spends too much time on personal email, personal business and phone calls.

- Answering phones. She feels that others aren't doing their share. Told her that no one likes answering the phones and everyone thinks they do it more than the others. She wondered if her position wasn't somewhat higher than the other admin positions and that they should answer more calls. Told her that Mr. Bacon has the highest priority and when she's on a project for him, that makes her position more important. But at other times, everyone has to pull their share.

\* Asked her if she was still happy here. Appears to be less happy than when she started.

- Has had some personal problems which she didn't want to discuss and has been bringing that to the office.

- Feels unchallenged with admin duties. Told her that was to be expected. It would be unlikely that someone with her education and energy would want to make a career of this job. She's been here about a year. That said, she could make the job more challenging by taking on more responsibility. Could draft responses to Ken's mail, for example. Pointed out that Mark is constantly busy because he's always looking for better ways to get things done.

- Has been thinking about trying to get another job at the White House.