UNIVERSITY OF OXFORD

Time Use Diary

Person number

Please complete this diary on

Diary instructions

Please read the instructions below to help you fill in your diary. There is also an example of a filled in diary on the next page to help you.

When should I fill in the diary?

• The front of the diary tells you which day we would like you to complete the diary for.
• The diary starts at 4am and covers 24 hours, with three hours on each page.
• Please take the diary with you during the day and fill it in every now and then when you have a spare moment. For example on the bus or train, at lunchtime or while you wait for someone.

Completing the diary

What were you doing?

• In this column, record what you consider to be your main activity for each 10 minute period.
• If you were doing more than one activity at the same time, only record the main activity in this column.
• If you did one thing after another during the 10 minutes, record the activity that took the most time.
• If you were doing something you feel is too private to record, please write "personal".

Work

• You don't need to record exactly what you were doing during work time.
• If you have more than one job, please record which one you were working at.
• Please record what you did during breaks. For example, "Lunch break, had lunch" or "Lunch break, went for a walk".
• Include any work you've taken home and completed at home.

School / college

• Please record whether you study at home or attend classes / lectures.
• Include the type of study, such as secondary school, university etc.
• If the studies are part of paid work, please note this in the diary.

Housework and childcare

• Please record what you were really doing. For example, "Cooked supper", "Washed the dishes", "Put my child to bed", "Mowed the lawn", "Cleaned the house", "Washed the car".

Sleeping

• Please record any occasions during the night when you weren't sleeping. For example, if you have woken up and are doing nothing, reading or caring for children etc.

Reading

• If you were reading, please record what you read. For example, "Read a newspaper", "Read a magazine", "Read a book".
• If you were reading on a tablet or e-reader such as a Kindle, please remember to fill in the 'Did you use a smartphone, tablet or computer?' column.

Help to other households

• If you were helping someone who lives outside of your household, either totally or in part, please report this in the diary.
• For example, if you helped a friend repair their house, record this as "Helped friend repairing house". If you bought a neighbour some food while you did your own shopping, please record this too.

If you did something else at the same time, what else did you do?

• You should use this column to record any activities that you were doing at the same time as your main activity. These are called secondary activities.
• For example, if you were looking after your child (main activity) and watching television at the same time, then you would record "watching television" in this column.
• It is up to you which activity you think is the main activity and which is the secondary activity.
• Don't forget to record secondary activities during lunch or coffee breaks during work or while travelling.

Did you use a smartphone, tablet or computer?

• Please record in this column whether you were using a smartphone, tablet or computer while you were doing either the main or secondary activity and how long you were using it for. For example, if you were travelling to town on the bus and were checking emails on your smartphone then record how long you were using it for.
• Draw a line or arrow to indicate how long you spent using your smartphone, tablet or computer.

Where were you?

• This column is to record where you were during the activity and if you were travelling, what your mode of transport was. For example, "at home", "at work", "by car".

Were you alone or with somebody you know?

• Please indicate whether you were alone or together with somebody you know.
• To be together does not necessarily mean that you actually do things together but rather that somebody else was around.
• Draw a line or arrow to show how long you were alone or with somebody you know. This may change during an activity. For example, somebody might leave or arrive.
• If you were with a child aged 7 years or younger who lives with you, record this in the column 'Children aged 0-7'. If you were with a child aged older than 7 years who lives with you then record this in the 'Other person' column.
• If you were with a relative that doesn't live with you, record this in the 'Others you know' column.

How much did you enjoy this time?

• Please write in how much you enjoyed the time on a scale of 1 to 7, with 1 meaning you didn't enjoy it at all and 7 meaning that you enjoyed it very much.
• Your level of enjoyment may change during an activity. If so, please record the new level of enjoyment too.

Checklist

• When you have finished filling in your diary, please answer the checklist questions at the end of the diary day.
• There is also a checklist to remind you of the key things to remember to record.

Example

- Record your main activity for each 10-minute period
- Only one main activity on each line!
- Distinguish between first and second job, if any.
- Distinguish between travel and the activity that is the reason for travelling.
- Don't forget the mode of transport or location and whether you were using a smartphone, tablet or computer.
- Please remember to record who you were with.

- For each 10-minute period, please write in how much you enjoyed this time on a scale of 1 to 7, with 1 meaning you didn't enjoy it at all and 7 meaning that you enjoyed it very much.
- For example, if you didn't enjoy an activity at all then you would write 1 in the box.

This includes children aged 8 and over

Time: 7am – 10am
Morning

Time: 7am – 10am

Time: 7am–10am Morning (am)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
7am-7.10	Woke up the children		☐	At home	☐	☐	☐	☐	☐	☐	☐	5
7.10-7.20	Had breakfast	checked emails	☑	↓	☐	☐	☐	☐	☐	☐	☐	6
7.20-7.30	" "	Talked with my family	☐	↓	☐	☐	☐	☐	☐	☐	☐	5
7.30-7.40	Cleared the table	Listened to the radio	☐	↓	☐	☐	☐	☐	☐	☐	☐	4
7.40-7.50	↓	↓	☐	↓	☑	☐	☐	☐	☐	☐	☐	↓
7.50-8am	Helped the children dressing	Talked with my children	☐	↓	☐	☐	☐	☐	☐	☐	☐	↓
8am-8.10	" "	↓	☐	↓	☐	☐	☐	☐	☐	☐	☐	↓
8.10-8.20	Went to the day care centre	↓	☐	on foot	☐	☐	☐	☐	☐	☐	☐	1

Use an arrow or quote marks to record that an activity lasted longer than 10 minutes.

Time: 4am – 7am
Early morning

Time: 4am – 7am

Time: 4am–7am Morning (am)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
4am-4.10			☐		☐	☐	☐	☐	☐	☐	☐	
4.10-4.20			☐		☐	☐	☐	☐	☐	☐	☐	
4.20-4.30			☐		☐	☐	☐	☐	☐	☐	☐	
4.30-4.40			☐		☐	☐	☐	☐	☐	☐	☐	
4.40-4.50			☐		☐	☐	☐	☐	☐	☐	☐	
4.50-5am			☐		☐	☐	☐	☐	☐	☐	☐	
5am-5.10			☐		☐	☐	☐	☐	☐	☐	☐	
5.10-5.20			☐		☐	☐	☐	☐	☐	☐	☐	
5.20-5.30			☐		☐	☐	☐	☐	☐	☐	☐	
5.30-5.40			☐		☐	☐	☐	☐	☐	☐	☐	
5.40-5.50			☐		☐	☐	☐	☐	☐	☐	☐	
5.50-6am			☐		☐	☐	☐	☐	☐	☐	☐	
6am-6.10			☐		☐	☐	☐	☐	☐	☐	☐	
6.10-6.20			☐		☐	☐	☐	☐	☐	☐	☐	
6.20-6.30			☐		☐	☐	☐	☐	☐	☐	☐	
6.30-6.40			☐		☐	☐	☐	☐	☐	☐	☐	
6.40-6.50			☐		☐	☐	☐	☐	☐	☐	☐	
6.50-7am			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 7am – 10am
Morning

Time: 7am – 10am

Time: 7am–10am Morning (am)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
7am-7.10			☐		☐	☐	☐	☐	☐	☐	☐	
7.10-7.20			☐		☐	☐	☐	☐	☐	☐	☐	
7.20-7.30			☐		☐	☐	☐	☐	☐	☐	☐	
7.30-7.40			☐		☐	☐	☐	☐	☐	☐	☐	
7.40-7.50			☐		☐	☐	☐	☐	☐	☐	☐	
7.50-8am			☐		☐	☐	☐	☐	☐	☐	☐	
8am-8.10			☐		☐	☐	☐	☐	☐	☐	☐	
8.10-8.20			☐		☐	☐	☐	☐	☐	☐	☐	
8.20-8.30			☐		☐	☐	☐	☐	☐	☐	☐	
8.30-8.40			☐		☐	☐	☐	☐	☐	☐	☐	
8.40-8.50			☐		☐	☐	☐	☐	☐	☐	☐	
8.50-9am			☐		☐	☐	☐	☐	☐	☐	☐	
9am-9.10			☐		☐	☐	☐	☐	☐	☐	☐	
9.10-9.20			☐		☐	☐	☐	☐	☐	☐	☐	
9.20-9.30			☐		☐	☐	☐	☐	☐	☐	☐	
9.30-9.40			☐		☐	☐	☐	☐	☐	☐	☐	
9.40-9.50			☐		☐	☐	☐	☐	☐	☐	☐	
9.50-10am			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 10am – 1pm
Late morning / early afternoon

Time: 10am – 1pm

Time: 10am–1pm Morning / Afternoon (am/pm)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
10am-10.10			☐		☐	☐	☐	☐	☐	☐	☐	
10.10-10.20			☐		☐	☐	☐	☐	☐	☐	☐	
10.20-10.30			☐		☐	☐	☐	☐	☐	☐	☐	
10.30-10.40			☐		☐	☐	☐	☐	☐	☐	☐	
10.40-10.50			☐		☐	☐	☐	☐	☐	☐	☐	
10.50-11am			☐		☐	☐	☐	☐	☐	☐	☐	
11am-11.10			☐		☐	☐	☐	☐	☐	☐	☐	
11.10-11.20			☐		☐	☐	☐	☐	☐	☐	☐	
11.20-11.30			☐		☐	☐	☐	☐	☐	☐	☐	
11.30-11.40			☐		☐	☐	☐	☐	☐	☐	☐	
11.40-11.50			☐		☐	☐	☐	☐	☐	☐	☐	
11.50-12pm			☐		☐	☐	☐	☐	☐	☐	☐	
12pm-12.10			☐		☐	☐	☐	☐	☐	☐	☐	
12.10-12.20			☐		☐	☐	☐	☐	☐	☐	☐	
12.20-12.30			☐		☐	☐	☐	☐	☐	☐	☐	
12.30-12.40			☐		☐	☐	☐	☐	☐	☐	☐	
12.40-12.50			☐		☐	☐	☐	☐	☐	☐	☐	
12.50-1pm			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 1pm - 4pm
Afternoon

Time: 1pm - 4pm

Time: 1pm–4pm Afternoon (pm)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
1pm-1.10			☐		☐	☐	☐	☐	☐	☐	☐	
1.10-1.20			☐		☐	☐	☐	☐	☐	☐	☐	
1.20-1.30			☐		☐	☐	☐	☐	☐	☐	☐	
1.30-1.40			☐		☐	☐	☐	☐	☐	☐	☐	
1.40-1.50			☐		☐	☐	☐	☐	☐	☐	☐	
1.50-2pm			☐		☐	☐	☐	☐	☐	☐	☐	
2pm-2.10			☐		☐	☐	☐	☐	☐	☐	☐	
2.10-2.20			☐		☐	☐	☐	☐	☐	☐	☐	
2.20-2.30			☐		☐	☐	☐	☐	☐	☐	☐	
2.30-2.40			☐		☐	☐	☐	☐	☐	☐	☐	
2.40-2.50			☐		☐	☐	☐	☐	☐	☐	☐	
2.50-3pm			☐		☐	☐	☐	☐	☐	☐	☐	
3pm-3.10			☐		☐	☐	☐	☐	☐	☐	☐	
3.10-3.20			☐		☐	☐	☐	☐	☐	☐	☐	
3.20-3.30			☐		☐	☐	☐	☐	☐	☐	☐	
3.30-3.40			☐		☐	☐	☐	☐	☐	☐	☐	
3.40-3.50			☐		☐	☐	☐	☐	☐	☐	☐	
3.50-4pm			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 4pm – 7pm
Late afternoon / early evening

Time: 4pm – 7pm

Time: 4pm–7pm Afternoon / evening (pm)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
4pm-4.10			☐		☐	☐	☐	☐	☐	☐	☐	
4.10-4.20			☐		☐	☐	☐	☐	☐	☐	☐	
4.20-4.30			☐		☐	☐	☐	☐	☐	☐	☐	
4.30-4.40			☐		☐	☐	☐	☐	☐	☐	☐	
4.40-4.50			☐		☐	☐	☐	☐	☐	☐	☐	
4.50-5pm			☐		☐	☐	☐	☐	☐	☐	☐	
5pm-5.10			☐		☐	☐	☐	☐	☐	☐	☐	
5.10-5.20			☐		☐	☐	☐	☐	☐	☐	☐	
5.20-5.30			☐		☐	☐	☐	☐	☐	☐	☐	
5.30-5.40			☐		☐	☐	☐	☐	☐	☐	☐	
5.40-5.50			☐		☐	☐	☐	☐	☐	☐	☐	
5.50-6pm			☐		☐	☐	☐	☐	☐	☐	☐	
6pm-6.10			☐		☐	☐	☐	☐	☐	☐	☐	
6.10-6.20			☐		☐	☐	☐	☐	☐	☐	☐	
6.20-6.30			☐		☐	☐	☐	☐	☐	☐	☐	
6.30-6.40			☐		☐	☐	☐	☐	☐	☐	☐	
6.40-6.50			☐		☐	☐	☐	☐	☐	☐	☐	
6.50-7pm			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 7pm – 10pm
Evening

Time: 7pm – 10pm

Time: 7pm–10pm Evening (pm)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
7pm-7.10			☐		☐	☐	☐	☐	☐	☐	☐	
7.10-7.20			☐		☐	☐	☐	☐	☐	☐	☐	
7.20-7.30			☐		☐	☐	☐	☐	☐	☐	☐	
7.30-7.40			☐		☐	☐	☐	☐	☐	☐	☐	
7.40-7.50			☐		☐	☐	☐	☐	☐	☐	☐	
7.50-8pm			☐		☐	☐	☐	☐	☐	☐	☐	
8pm-8.10			☐		☐	☐	☐	☐	☐	☐	☐	
8.10-8.20			☐		☐	☐	☐	☐	☐	☐	☐	
8.20-8.30			☐		☐	☐	☐	☐	☐	☐	☐	
8.30-8.40			☐		☐	☐	☐	☐	☐	☐	☐	
8.40-8.50			☐		☐	☐	☐	☐	☐	☐	☐	
8.50-9pm			☐		☐	☐	☐	☐	☐	☐	☐	
9pm-9.10			☐		☐	☐	☐	☐	☐	☐	☐	
9.10-9.20			☐		☐	☐	☐	☐	☐	☐	☐	
9.20-9.30			☐		☐	☐	☐	☐	☐	☐	☐	
9.30-9.40			☐		☐	☐	☐	☐	☐	☐	☐	
9.40-9.50			☐		☐	☐	☐	☐	☐	☐	☐	
9.50-10pm			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 10pm – 1am
Night

Time: 10pm – 1am

Time: 10pm–1am Night (pm/am)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
10pm-10.10			☐		☐	☐	☐	☐	☐	☐	☐	
10.10-10.20			☐		☐	☐	☐	☐	☐	☐	☐	
10.20-10.30			☐		☐	☐	☐	☐	☐	☐	☐	
10.30-10.40			☐		☐	☐	☐	☐	☐	☐	☐	
10.40-10.50			☐		☐	☐	☐	☐	☐	☐	☐	
10.50-11pm			☐		☐	☐	☐	☐	☐	☐	☐	
11pm-11.10			☐		☐	☐	☐	☐	☐	☐	☐	
11.10-11.20			☐		☐	☐	☐	☐	☐	☐	☐	
11.20-11.30			☐		☐	☐	☐	☐	☐	☐	☐	
11.30-11.40			☐		☐	☐	☐	☐	☐	☐	☐	
11.40-11.50			☐		☐	☐	☐	☐	☐	☐	☐	
11.50-12am			☐		☐	☐	☐	☐	☐	☐	☐	
12am-12.10			☐		☐	☐	☐	☐	☐	☐	☐	
12.10-12.20			☐		☐	☐	☐	☐	☐	☐	☐	
12.20-12.30			☐		☐	☐	☐	☐	☐	☐	☐	
12.30-12.40			☐		☐	☐	☐	☐	☐	☐	☐	
12.40-12.50			☐		☐	☐	☐	☐	☐	☐	☐	
12.50-1am			☐		☐	☐	☐	☐	☐	☐	☐	

Time: 1am – 4am
Night

Time: 1am – 4am

Time: 1am–4am Night (am)	**What were you doing?** Please write down one main activity.	If you did something else at the same time, what else did you do?	Did you use a smartphone tablet, or computer?	**Where were you?** Location, or mode of transport	**Were you alone or with somebody you know?** Mark all relevant boxes							How much did you enjoy this time? 1 =not at all 7 =very much
						People who live with you						
					Alone	Spouse / partner	Mother	Father	Child aged 0-7	Other person	Others you know	
1am-1.10			☐		☐	☐	☐	☐	☐	☐	☐	
1.10-1.20			☐		☐	☐	☐	☐	☐	☐	☐	
1.20-1.30			☐		☐	☐	☐	☐	☐	☐	☐	
1.30-1.40			☐		☐	☐	☐	☐	☐	☐	☐	
1.40-1.50			☐		☐	☐	☐	☐	☐	☐	☐	
1.50-2am			☐		☐	☐	☐	☐	☐	☐	☐	
2am-2.10			☐		☐	☐	☐	☐	☐	☐	☐	
2.10-2.20			☐		☐	☐	☐	☐	☐	☐	☐	
2.20-2.30			☐		☐	☐	☐	☐	☐	☐	☐	
2.30-2.40			☐		☐	☐	☐	☐	☐	☐	☐	
2.40-2.50			☐		☐	☐	☐	☐	☐	☐	☐	
2.50-3am			☐		☐	☐	☐	☐	☐	☐	☐	
3am-3.10			☐		☐	☐	☐	☐	☐	☐	☐	
3.10-3.20			☐		☐	☐	☐	☐	☐	☐	☐	
3.20-3.30			☐		☐	☐	☐	☐	☐	☐	☐	
3.30-3.40			☐		☐	☐	☐	☐	☐	☐	☐	
3.40-3.50			☐		☐	☐	☐	☐	☐	☐	☐	
3.50-4am			☐		☐	☐	☐	☐	☐	☐	☐	

Diary Checklist

1. When did you fill in the diary ?

- ☐ 1. Now and then during the diary day
- ☐ 2. At the end of the diary day
- ☐ 3. The day after the diary day

2. Did you feel rushed this day?

- ☐ 1. Yes
- ☐ 2. No

3. Was this an ordinary or an unusual day?

- ☐ 1. An ordinary day
- ☐ 2. An unusual day

4. What kind of day was this day?

- ☐ 1. A workday
- ☐ 2. A school or college day
- ☐ 3. A day off
- ☐ 4. A sick leave day
- ☐ 5. An annual leave day
- ☐ 6. On leave for other reasons
- ☐ 7. None of the above

Please go through the diary again and check the following:

- Please check that you have noted only one main activity on each line and that there are no empty time periods.
- Have you marked clearly your employment working hours, even if you worked at home?
- Have you recorded all travel and modes of transport?
- Have you marked the duration of secondary activities, if any?
- Please check that you have always completed the 'Were you alone or with somebody you know' column.