

Time Use Study – Your Diary Booklet

Check your letter to see which days you have been given and write them in the boxes below

Day 1
from 4 am

Day 2
from 4 am

Why should I use this booklet?

We would like to know how you spend your time in detail - keeping notes will **help you to remember** what you did. You can then **use these notes to more easily enter your information** into the **online diary** available at time-diary.ons.gov.uk.

What hours are included?

Your diary starts at **4am** and runs for **24 hours** until 4am the following day. **All your time** needs to be accounted for, including time spent sleeping.

How much detail should I record?

We would like to know what your **main activities** were throughout the day, and about any other activities you did at the same time.

What activities are worth including?

Everything you do matters. We have included a **list of common activities** you can refer to (**see leaflet**). Noting the activity's code (e.g. 1 = sleeping) will make it easier to tell us later. If there is 'personal time' you do not want us to know about, you can use code 74.

What should I note down?

Please make notes about:

- **What** your activities were. Your main activity and other activities you did at the same time
- **When** your activities took place
- **Who** you did your activities for or with
- **How much you enjoyed** your main activity
- **How well you slept**
- If you **used any devices** during the activity (e.g. a smartphone, tablet or computer)

*Remember to enter your data online.
Do not post this booklet.*

Main Activity



Main activities are those that take up most of your attention, for example, making dinner from 7.00pm to 7.10pm.

Main activities cannot overlap and need to account for all 24 hours of your time.

Main activities can be recorded in your diary in multiples of 10 minutes (10, 20, 30, 40, 50). If a main activity does not start or end exactly on a multiple of 10, round it up or down to the nearest 10 minutes, being careful not to leave any gaps.

If you did one main activity after another in less than 10 minutes:

- Record the activity that took the most time and round it up.
- Add any others as 'secondary activities'. See example page.

Secondary Activity



Secondary activities are things you do alongside main activities. For example, listening to music and checking your phone (two secondary activities) while making dinner (main activity).

These can overlap and also go alongside multiple main activities. For example, listening to music in the background throughout your entire morning.

Any secondary activities lasting at least 5 minutes should be recorded. You can record these in multiples of 5 minutes (5, 10, 15, 20, 25, 30, 35, etc).

**TURN THIS PAGE AND HAVE A
LOOK AT AN EXAMPLE**

YOUR DIARY DAY TIMELINE – FROM NOTES TO DATA THAT MATTERS

What's a day *really* like? Your answers will help our understanding of what day-to-day life is like and how things such as leisure time, childcare, or ways of working have changed.

Main activities

1. Sleeping
4.00 – 6.00

5. Eating a meal, eating out, takeaway (e.g. breakfast, lunch, dinner)
6.00 – 6.30



24. Using a dishwasher or washing up
6.30 – 6.40

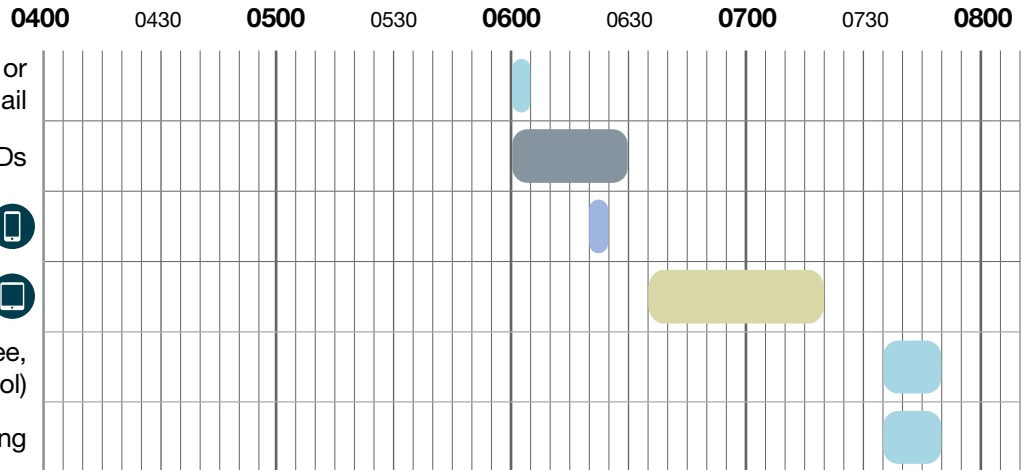
2. Washing, dressing, using the bathroom and self-grooming
6.40 – 7.00

36. Feeding, washing, dressing or preparing meals for children
7.00 – 7.20

16. Travelling to or from paid work (e.g. commuting, to attend a conference, to visit clients)
7.20 – 8.00

Secondary activities and device type

- 57.** Checking or using email
- 51.** Watching TV and DVDs
- 62.** Writing, texting or emailing 
- 53.** Listening to music, podcasts, audiobooks, talk shows, radio or news 
- 7.** Drinking (e.g. tea, coffee, water, alcohol)
- 45.** Buying something, shopping



EXAMPLE PAGE - This is just an example. Your day might be very different to this and that's what we want to understand.

DAY 1 - Tuesday 18th March

| Time | Code | Main Activities (for every 10-minute period of the day or longer) | Enjoyment (1 to 7) | Time | Code | Secondary Activities (5 minutes or longer) |
|--|------|---|-----------------------|-----------------------------|----------|---|
| 4am- 6am | 1 | Sleeping | 5* | | | |
| 6am - 6.35 (rounded down to 6.30) | 5 | Eating breakfast | 6 | 6.00 - 6.05 | 52 | Checking emails on the phone |
| | | | | 6.00 - 6.30 | 51 | Watching the news on tv |
| | | | | 6.20 - 6.25 | 52 | Texting using the phone |
| 6.30 - 6.40 | 24 | Clearing breakfast | 3 | | | |
| 6.40 - 7.00 | 2 | Washing/getting ready | 3 | 6.35 - 7.20 | 53 | Listening to the radio Using a tablet |
| 7.00 - 7.20 | 36 | Getting child ready for school | 6 | | | |
| 7.20 - 8.30 | 16 | Travelling to work (by train, and walk to train station and from train station to office) | 2 | 7.35 - 7.50 | 45 47 | Buying Drinking coffee |
| 8.30 - 1.30pm | 8 | Work from office | 4 | 10 - 10.30 11.00 - 11.05 | 53 2 | Listening to podcast Used the toilet |
| 1.30 - 1.50 | 21 | Walk to cafe | 3 | 1.35 - 1.45pm | 55 | Checking Facebook (using mobile) |
| 1.50 - 2.30 | 5 | Having lunch | 5 | 2.10 - 2.30 | 7 | Coffee with colleague |

The main activity duration was rounded down as only 10-minute slots are allowed for main activities.

* How well did you sleep?

EXAMPLE PAGE - CONTINUED

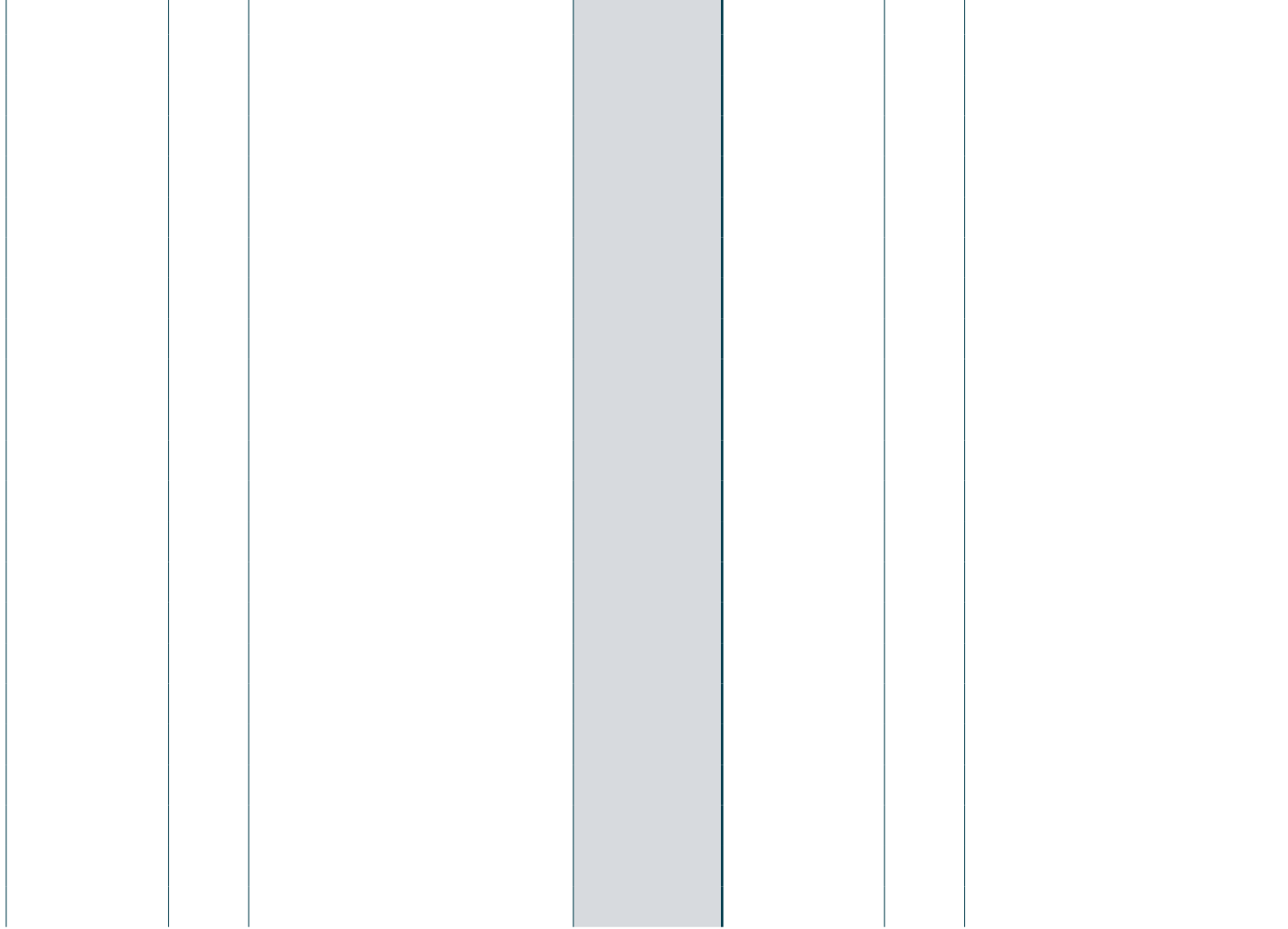
| Time | Code | Main Activities (for every 10-minute period of the day or longer) | Enjoyment (1 to 7) | Time | Code | Secondary Activities (5 minutes or longer) |
|--|------|---|-----------------------|----------------------------|----------|---|
| 2.30 - 6pm | 10 | Work from a café | 1 | 3.40 - 3.45 4.30 - 4.35 | 52 52 | Checking mobile Checking mobile |
| 6.00 - 7.00 | 16 | Travelling home (Travel by train) | 2 | 6.10 - 6.30 6.30 - 6.45 | 60 58 | Chatting on mobile Reading book |
| 7.00 - 7.08 (rounded up to 7.10) | 4 | Make dinner for self | 1 | 7.00 - 7.10 7.00 - 7.05 | 53 52 | Listen to radio Checking the phone |
| 7.10 - 7.30 | 5 | Eat dinner | 5 | 7.10 - 7.30 | 51 | Watch tv (news on standard TV) |
| 7.30 - 8.40 | 78 | Using laptop to write a blog | 6 | 7.30 - 8.40 | 51 | Watch tv (Netflix) |
| 8.40 - 9.00 | 23 | Clear up kitchen | 1 | 8.45 - 9.00 | 53 | Listen to radio |
| 9.00 - 9.40 | 2 | Bath | 7 | | | |
| 9.40 - 10.00 | 2 | Get ready for bed | 5 | 9.40 - 9.50 | 2 | Used the toilet |
| 10.00 - 10.20 | 51 | Watch tv (Netflix) | 7 | | | |
| 10.20 - 10.50 | 66 | In bed resting - awake | 7 | | | |
| 10.50 - 4am | 1 | Sleeping | 6* | | | |
| END | | | | | | |

The main activity duration was rounded up as making dinner was the main activity for the 10-minute slot from 7.00 to 7.10.

* How well did you sleep?

MY DAY 1 - _____

| Main Activities | | | | Secondary Activities | | |
|-----------------|------|--|-----------------------|----------------------|------|---|
| Time | Code | Activity description (for every 10-minute period of the day or longer) | Enjoyment (1 to 7) | Time | Code | Activity description (5 minutes or longer) |
| START 4am- | | | | | | |

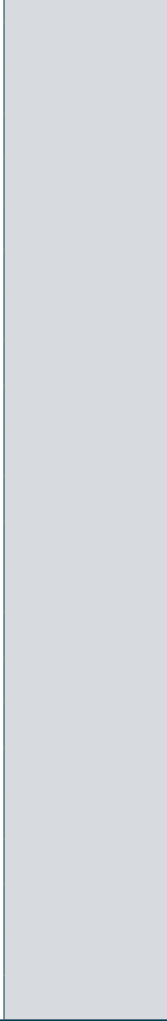


MY DAY 1 - *continued*

| Main Activities | | | | Secondary Activities | | |
|-----------------|------|--|-----------------------|----------------------|------|---|
| Time | Code | Activity description (for every 10-minute period of the day or longer) | Enjoyment (1 to 7) | Time | Code | Activity description (5 minutes or longer) |
| | | | | | | |

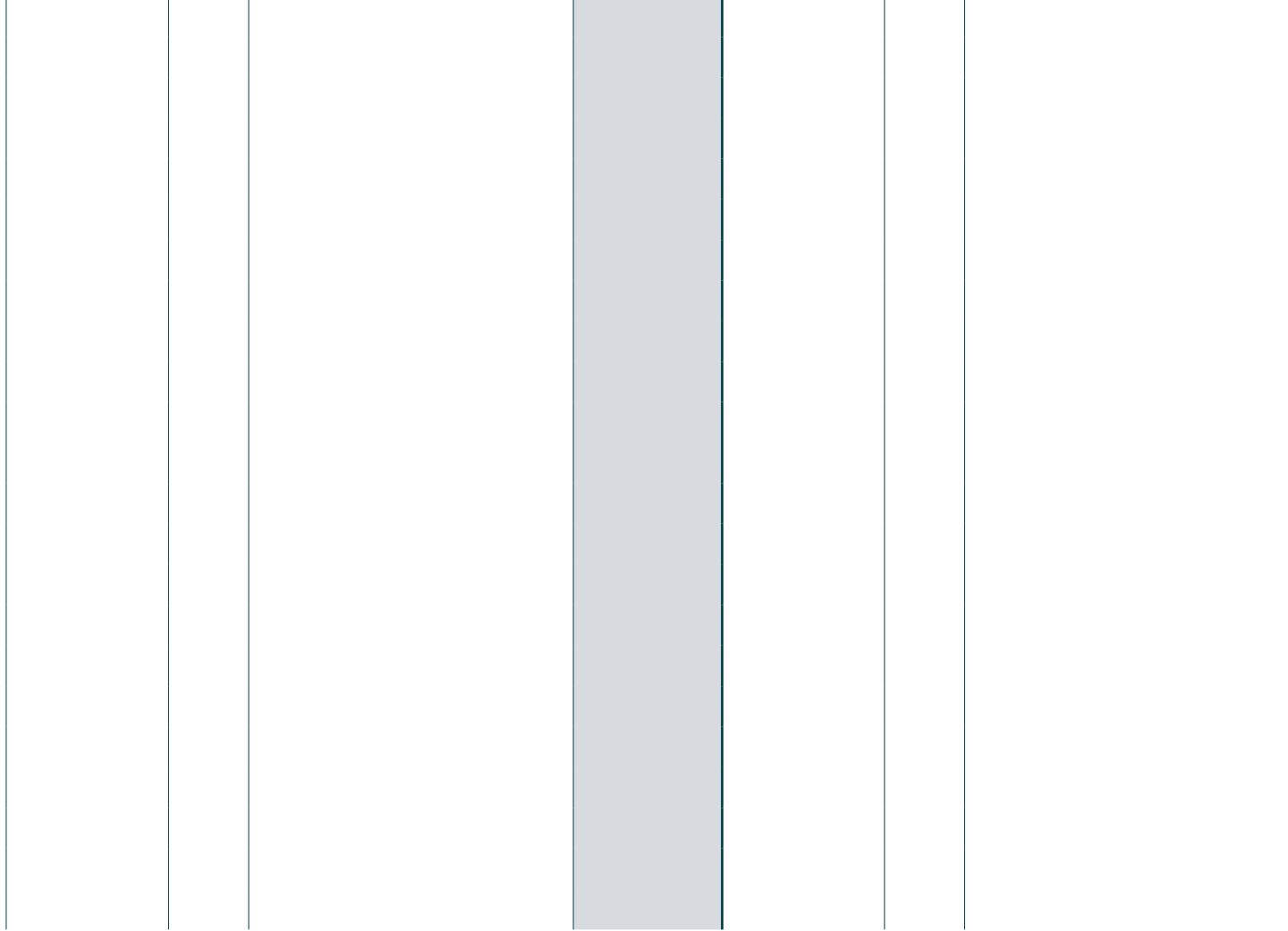
END

- 4am



MY DAY 2 - _____

| Main Activities | | | | Secondary Activities | | |
|-----------------|------|--|-----------------------|----------------------|------|---|
| Time | Code | Activity description (for every 10-minute period of the day or longer) | Enjoyment (1 to 7) | Time | Code | Activity description (5 minutes or longer) |
| START 4am- | | | | | | |

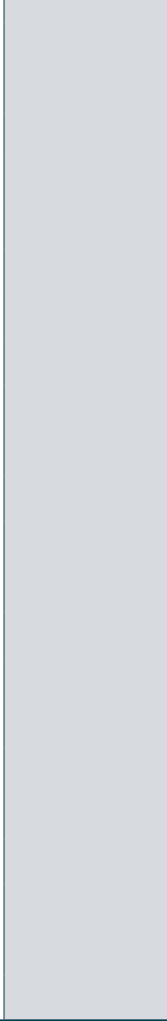


MY DAY 2 - *continued*

| Main Activities | | | | Secondary Activities | | |
|-----------------|------|--|-----------------------|----------------------|------|---|
| Time | Code | Activity description (for every 10-minute period of the day or longer) | Enjoyment (1 to 7) | Time | Code | Activity description (5 minutes or longer) |
| | | | | | | |

END

- 4am



Everything we do, we do through time.

We count time in seconds, minutes and hours. But how we spend them differs for every one of us – and these differences matter.

Some of us multitask, while others complete activities one at a time.

And because of the way our brains work, memory alone doesn't give us an accurate view of the past.

So, where does your time *really* go?

Carry this memory aid with you on your allocated days and jot down notes to find out!

Time use research is a social science interested in patterns of human behaviour. It helps us to understand how we live today and how our leisure, childcare and ways of working have changed.

We hope you'll enjoy taking part in this study and helping us to build a picture of time use in the UK today.

Any questions? Please get in touch.

@ OpinionPanel@natcen.ac.uk

☎ 0800 652 4569