

Short One Day Diary of Time Use

Interviewer use only

Interviewer number

Respondent details:

Forename:

Date of birth:
Date Month Year

Sex:
Male Female

Interview date:
Date Month Year

Diary day g-dday
(refer to day) Sat Sun

Diary date
Date Month Year
g-diarydd g-diarydm g-diarydy

Please read the instructions and examples on pages 1, 2, 3

When the diary has been filled in please do the final checks and probes on page 15

Serial No.

Person No.

 g-pno

Instructions to diarists:

Time Use Diary

Time, and how we choose to spend it, is one of the main factors shaping our lives. The way in which we use time has important implications for public policy affecting for example employment, childcare, the labour market, health, provision of culture, education and transport.

This time use diary is a way of recording how you spent your time throughout two specified 24-hour days. The day for which you are asked to fill the diary is specified on the front page of this booklet.

Filling in the diary

Included in this time diary are notes and a pre-filled example diary page, which shows the way in which the diary should be filled in. Please refer to it when reading the instructions below. The example diary shows what the person was doing between 4.00am and 07.00am.

- The time of day is shown across the top of the diary, the activity codes are listed down the side. When filling in the diary take care to follow the activity rows across the page, and the time columns down the page.
- The diary is broken down into 10-minute periods. We would like you to record what you were doing in every 10-minute part of the day, with no gaps. Activities need to be assigned to one of 30 activity codes.
- Any activity that lasted 5 minutes or longer is to be recorded. In the example diary the person was:
Sleeping (code 1): 4.00am to 7.10am; then
Washed and dressed (code 3): 7.10am to 7.40am; then
Prepared breakfast (code 5): 7.40am to 7.50am; then
Ate breakfast (code 4): 7.50am to 8.10am; then
Travelled (code 10): 8.10am to 8.50am; then
Worked (code 11): 8.50am to 10.00am
- Activities lasting between 5 to 10 minutes should be marked with an X in the appropriate slot for the time of day. Please put the X in the time slot between the vertical lines, not on the line. This shows that the activity was done during that 10-minute period. E.g. in the example diary the person was having breakfast between 7:50 and 8:10 and so put the X in the appropriate time slots against the activity 4 "Eating or drinking/having a meal (at home)".

- Activities lasting more than 10 minutes should be recorded by drawing an X at both the first and last 10 minute spaces in which the activity took place, joined by a continuous line. E.g. in the example diary the person was sleeping (code 1) between 4am and 7:10am.
- If you were doing more than one thing at a time (for example watching television and eating a meal, or reading while on the train), we want to know what else you were doing in addition to the main activity. These additional activities are referred to as **secondary activities**.
- Record a secondary activity in the same way as a main activity but using a dot • instead of X. E.g. in the example diary the person was reading (activity code 21) while travelling for work (activity code 11). The main activity here is travelling and the secondary activity is reading.
- Only one main activity can be recorded for the same time slot. If you were doing two or more activities you have to decide which you want to classify as the main activity. More than one secondary activity can be indicated if necessary.
- The length of time spent on a secondary activity may be different from the length of time spent on the main activity. An activity may switch from being the main to a secondary, or the other way round.
- Only 'active time' of being involved in an activity should be counted. For example, preparation of a meal might take an hour from start to finish, but for 40 minutes of that time the food is left cooking in the oven, while you do something else not related to food preparation. Those 40 minutes should not be coded as food preparation, but as whatever it was you were actively doing. Similarly, for washing clothes, only the active time of putting the clothes in the washing machine and setting it going at the beginning, and taking and hanging the clothes out at the end of the cycle should be recorded, not the time between.
- If one of your activities was travelling, in addition to time spent travelling (code 10) we also ask you to record the method of travel (Code 10a). This is done using letters **C** (for car/van), or **W** (for walk/jog), or **P** (for pedal bike), or **B** (for bus/coach) or **T** (for train/underground) to mark the start and finish of that particular type of travel and drawing a horizontal line between these two points. E.g. in the example diary (code 10a) the person was walking between 8:10am and 8:30am and on a train between 8:30am and 8:50am.
- For every **main** activity you should also record in code 31 at the bottom of the diary how much you enjoyed that activity on a scale from 1 (not at all) to 7 (very much), writing the enjoyment score at the start and finish of the activity. E.g. in the example diary (code 31), the person enjoyed sleeping quite a lot (recorded a score of 6), felt more neutral about all the preparation involved in getting ready to go out (scores 3, 2, and 4), then enjoyed walking with the children and reading on the train (scoring 5) before arriving at work, which she didn't enjoy so much (scoring 2) .
- For every activity you should also record in code 32 at the bottom of the diary who you were with at the time, using **C** (for child under 12), or **Y** (for young person 12-16), or **S** (for spouse/partner), or **F** (for family: spouse/partner and children), or **O** (for other) to mark the start and finish of being with this person or people and drawing a continuous line between the two points.

While filling in the diary you can also refer to the 'Notes and Instructions' on the right hand side of the page for further details relating to particular activities. A more detailed list of instructions about specific activities is given at the end of this document.

Activity groups	Activity codes and descriptions (Also see notes on right hand page)		Early morning															
	g-act		4am				5am				6am				7am			
			30				30				30				30			
			g-start				g-end											
Personal care	1	Sleeping	1	X					X									
	2	Resting (doing nothing, 'time out')	2															
	3	Washing, dressing/undressing, etc	3						X	X								
Eating, drinking	4	Eating or drinking/ having a meal (at home)	4							X	X							
Housework and other household tasks	5	Preparing food and drinks, cooking, washing up	5						X									
	6	Cleaning, tidying house	6															
	7	Washing, ironing or mending clothes etc	7															
	8	Maintenance of house, DIY, gardening	8															
	9	Other household tasks, pet care	9															
g-add Travel	10	Travelling	10								X	X						
	10a	How you travelled (enter letter - see right page)	10a								P	P	T	T				
Work for paid job	11	Work for job (include paid and unpaid overtime and work brought home)	11												X	X		
Education and courses	12	Formal education	12															
	13	Recreational courses and study	13															
Voluntary work	14	Voluntary work for or on behalf of an organisation, charity or sports club	14															
Caring for children and adults	15	Caring for/ looking after and playing with own children	15															
	16	Caring for/looking after other children	16															
	17	Helping or caring for adults who live with you	17															
	18	Helping or caring for other adults who don't live with you (not as voluntary or paid work)	18															
Shopping and appointments	19	Shopping (incl. internet shopping), banking (incl internet banking), post-office, appointments with the doctor, dentist, hairdresser, plumber etc.	19															
Leisure	20	Watching TV and DVDs, listening to radio or music	20															
	21	Reading (including e-books)	21															
	22	Playing sports, exercising	22															
	23	Going out to eat/drink (e.g. to the pub, restaurant etc.)	23															
	24	Spending time with friends, family or neighbours	24															
	25	Contact with friends and family by telephone, text, e-mail, instant message or letter	25															
	26	Visits to cinema, theatre, concerts, sporting events, museums, galleries, historical monuments, library etc.	26															
	27	Attending church, temple, mosque, synagogue, or other religious meetings, praying alone, attending political or other meetings	27															
	28	Hobbies and other leisure activities	28															
Computer and internet use g-add	29	Using a computer or accessing the internet - Code as secondary activity. Record what the computer is being used for as primary activity e.g. internet shopping or banking - code 19; playing games - code 28; e-mailing friends - code 25	29															
Other g-add	30	Other activities not listed (please write in below)	30															
ENJOYMENT g-add	31	How much did you enjoy this activity? 1=not at all 7=very much (enter score 1-7)	31															
	32	Who were you with? (enter letter - see right page)	32															
CO-PRESENCE g-add																		
			30				30				30				30			
			4am				5am				6am				7am			
			Early morning															

vv Notes and Instructions	
1	Include intending to sleep or trying to sleep
2	Include doing nothing, sitting thinking, smoking breaks
3	Include make up, beauty treatments, taking medication
4	Include meals, snacks and drinks
5	
6	
7	
8	
9	Include pet care
10	
10a	Car/van, Walk/jog, Pedal bike, Bus/Coach, Train/underground, Other
11	Travel in the course of work (e.g. to get to a meeting, a plumber driving to a job); record work as main activity and travel as secondary. However do not record work travel for people who earn their living by travelling e.g. bus driver, delivery person
12	Studies as part of formal education, including general and vocational training
13	Recreational courses and informal study activities or self improvement
14	Include work on behalf of political organisations. Include helping, caring or nursing other people if done for a voluntary organisation or charity
15	Include step/adopted/foster children. Childcare takes precedence over any other secondary activity
16	Exclude caring for children as part of job (e.g. childminder, nursery assistant)
17	Include caring for spouse or partner
18	Includes helping neighbours or friends
19	Include telephone/internet banking, paying bills, home shopping. Include appointments for respondents only. Include appointments at home
20	Exclude accessing internet/e-mailing via digital TV
21	Include e-books
22	Include jogging or walking for exercise here
23	
24	Include unplanned contact in person e.g. meeting a neighbour in the street
25	Include e-mail and instant messaging and also code Computer Use as secondary activity (Code 29)
26	
27	Include religious activities performed at home
28	Include time spent in the park
29	(Include internet access using Digital TV, games console, mobile phones etc.) Code as primary activity what the computer or internet access was being used for E.g. Playing computer games, hobbies – Code 28; Internet shopping – Code 19; e-mailing a friend, Facebook – Code 25. Code Computer Use as secondary.
30	Other activities not listed – please write in
31	
32	Who was with you?: Child under 12? Young person 12–16? Spouse/partner? Family (Spouse/Partner & children)? Other?

Final checks

After you have completed your diary please check these points (please tick boxes to indicate that):

You have recorded the time correctly:

- ☐ The whole 24-hour period has been accounted for;
- ☐ There is no overlapping time i.e. no two main activities are recorded in the same 10 minute period.

You have coded the activities correctly:

Enjoyment of activities (code 31):

- ☐ An enjoyment score has been included for all activities

Who was with you (code 32):

- ☐ A code has been entered whenever you were with someone during the activity

Childcare:

- ☐ If you had a child in your care during any part of the diary day, you recorded it as a main or secondary activity (code 15 or 16).

Telephone use:

- ☐ If you made or received a call (other than while at work) during the diary day which lasted for at least 5 minutes, please record it as an activity

Computers:

- ☐ If you used a computer (other than during paid work) for 5 minutes or more, please record as a secondary activity at code 29, and what you were using it for as the main activity e.g. for Hobbies and other leisure activities (code 28)

Travelling:

- ☐ Check you have recorded the means of travel, for all journeys (code 10a)

Travelling in the course of work:

- ☐ If you travelled in the course of work (e.g. to get to a meeting, a plumber driving to a job): record work as main activity, travel as secondary activity
- ☐ However for people who earn their living by travelling (e.g. bus driver, delivery person), record this activity as 'work for paid job' (code 11)

Activity groups	Activity codes and descriptions (Also see notes on right hand page)			Early morning											
				4am			5am			6am			7am		
				30			30			30			30		
Personal care	1	Sleeping	1												
	2	Resting (doing nothing, 'time out')	2												
	3	Washing, dressing/undressing, etc	3												
Eating, drinking	4	Eating or drinking/ having a meal (at home)	4												
Housework and other household tasks	5	Preparing food and drinks, cooking, washing up	5												
	6	Cleaning, tidying house	6												
	7	Washing, ironing or mending clothes etc	7												
	8	Maintenance of house, DIY, gardening	8												
	9	Other household tasks, pet care	9												
Travel	10	Travelling	10												
	10a	How you travelled (enter letter - see right page)	10a												
Work for paid job	11	Work for job (include paid and unpaid overtime and work brought home)	11												
Education and courses	12	Formal education	12												
	13	Recreational courses and study	13												
Voluntary work	14	Voluntary work for or on behalf of an organisation, charity or sports club	14												
Caring for children and adults	15	Caring for/ looking after and playing with own children	15												
	16	Caring for/looking after other children	16												
	17	Helping or caring for adults who live with you	17												
	18	Helping or caring for other adults who don't live with you (not as voluntary or paid work)	18												
Shopping and appointments	19	Shopping (incl. internet shopping), banking (incl internet banking), post-office, appointments with the doctor, dentist, hairdresser, plumber etc.	19												
Leisure	20	Watching TV and DVDs, listening to radio or music	20												
	21	Reading (including e-books)	21												
	22	Playing sports, exercising	22												
	23	Going out to eat/drink (e.g. to the pub, restaurant etc.)	23												
	24	Spending time with friends, family or neighbours	24												
	25	Contact with friends and family by telephone, text, e-mail, instant message or letter	25												
	26	Visits to cinema, theatre, concerts, sporting events, museums, galleries, historical monuments, library etc.	26												
	27	Attending church, temple, mosque, synagogue, or other religious meetings, praying alone, attending political or other meetings	27												
	28	Hobbies and other leisure activities	28												
Computer and internet use	29	Using a computer or accessing the internet - Code as secondary activity. Record what the computer is being used for as primary activity e.g. internet shopping or banking - code 19; playing games - code 28; e-mailing friends - code 25	29												
Other	30	Other activities not listed (please write in below)	30												
				4am			5am			6am			7am		
ENJOYMENT	31	How much did you enjoy this activity? 1=not at all 7=very much (enter score 1-7)	31												
CO-PRESENCE	32	Who were you with? (enter letter - see right page)	32												
				30			30			30			30		
				4am			5am			6am			7am		
				Early morning											

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Activity groups	Activity codes and descriptions (Also see notes on right hand page)			Afternoon											
				12pm			1pm			2pm			3pm		
				30			30			30			30		
Personal care	1	Sleeping	1												
	2	Resting (doing nothing, 'time out')	2												
	3	Washing, dressing/undressing, etc	3												
Eating, drinking	4	Eating or drinking/ having a meal (at home)	4												
Housework and other household tasks	5	Preparing food and drinks, cooking, washing up	5												
	6	Cleaning, tidying house	6												
	7	Washing, ironing or mending clothes etc	7												
	8	Maintenance of house, DIY, gardening	8												
	9	Other household tasks, pet care	9												
Travel	10	Travelling	10												
	10a	How you travelled (enter letter - see right page)	10a												
Work for paid job	11	Work for job (include paid and unpaid overtime and work brought home)	11												
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	21	Reading (including e-books)	21												
	22	Playing sports, exercising	22												
	23	Going out to eat/drink (e.g. to the pub, restaurant etc.)	23												
	24	Spending time with friends, family or neighbours	24												
	25	Contact with friends and family by telephone, text, e-mail, instant message or letter	25												
	26	Visits to cinema, theatre, concerts, sporting events, museums, galleries, historical monuments, library etc.	26												
	27	Attending church, temple, mosque, synagogue, or other religious meetings, praying alone, attending political or other meetings	27												
	28	Hobbies and other leisure activities	28												
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Other	30	Other activities not listed (please write in below)	30												
				12pm			1pm			2pm			3pm		
ENJOYMENT	31	How much did you enjoy this activity? 1=not at all 7=very much (enter score 1-7)	31												
CO-PRESENCE	32	Who were you with? (enter letter - see right page)	32												
				30			30			30			30		
				12pm			1pm			2pm			3pm		
				Afternoon											

Activity groups	Activity codes and descriptions (Also see notes on right hand page)			Evening																			
				8pm	30				9pm	30				10pm	30				11pm	30			
Personal care	1	Sleeping	1																				
	2	Resting (doing nothing, 'time out')	2																				
	3	Washing, dressing/undressing, etc	3																				
Eating, drinking	4	Eating or drinking/ having a meal (at home)	4																				
Housework and other household tasks	5	Preparing food and drinks, cooking, washing up	5																				
	6	Cleaning, tidying house	6																				
	7	Washing, ironing or mending clothes etc	7																				
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	16	Caring for/looking after other children	16																				
	17	Helping or caring for adults who live with you	17																				
	18	Helping or caring for other adults who don't live with you (not as voluntary or paid work)	18																				
Shopping and appointments	19	Shopping (incl. internet shopping), banking (incl internet banking), post-office, appointments with the doctor, dentist, hairdresser, plumber etc.	19																				
Leisure	20	Watching TV and DVDs, listening to radio or music	20																				
	21	Reading (including e-books)	21																				
	22	Playing sports, exercising	22																				
	23	Going out to eat/drink (e.g. to the pub, restaurant etc.)	23																				
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Other	30	Other activities not listed (please write in below)	30																				
				8pm					9pm					10pm					11pm				
ENJOYMENT	31	How much did you enjoy this activity? 1=not at all 7=very much (enter score 1-7)	31																				
CO-PRESENCE	32	Who were you with? (enter letter - see right page)	32																				
					30					30					30					30			
				8pm					9pm					10pm					11pm				
				Evening																			

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Further notes on specific activities and activity codes:

The 'Notes and Instructions' on the right-hand side of the diary give examples of the types of activities that should be recorded in each code. However, this list does not cover every possibility. The following instructions about specific activities add to those notes.

Work for job (code 11)

- Include all paid work and overtime (whether paid or unpaid).
- Include all jobs.
- Job seeking activities should also be included here.
- Unpaid work which is not voluntary work (code 14) or caring (codes 15-18) should be coded as Other (code 30) with a note to specify what it is (for example unpaid work in a family business) written into the right hand side of the page.

Activities to be recorded during work time

- Secondary activities do not need to be recorded for the time when you are at work, with the following exceptions:
- Travel during work time (e.g. to a business meeting, or for a builder, plumber etc. going on a call) should be recorded as a secondary activity. If travelling is the main job (e.g. bus driver, delivery person), record as work only – do not record travel as secondary activity.
- During lunch or other formal breaks, main activities and any secondary activities should be recorded.

Education (codes 12 and 13)

- 'Formal education' (code 12) means studies at secondary and tertiary education institutions as part of the formal education system, including general and vocational training.
- 'Recreational courses and study' (code 13) covers all other courses and informal study activities or self-improvement.
- Both categories would include the respective course attendance and related work (e.g. at home, in the library).
- Courses or training attended in the course of work should be coded as paid work.

Caring for or helping children or adults (codes 15-18)

- 'Active' childcare and care for adults, where you are actually doing something for a child or adult, should be recorded as a main or secondary activity.
- 'Passive' care, such as keeping an eye on children or listening out for an elderly person, may be missed, as you may not feel that you are actually doing anything for someone at that time. We therefore ask you to record passive caring as a secondary activity.
- If you are caring at the same time as another activity, you should decide which you consider to be your main activity – whether it is, for example, cooking or ironing, or care.
- Care may also be a secondary activity when it takes place out of the house e.g. when a parent goes shopping and takes a young child, that child is still being looked after.

Shopping (code 19)

- Includes activities like picking up a shopping order, or a take away.
- As well as visits to shops, the bank, the post office etc., shopping also includes these activities when done at home or elsewhere, e.g. internet shopping, phone banking, mail order shopping, paying utility bills.

Watching TV and videos/DVDs, listening to radio or music (code 20)

- Only code as a main activity if any one of these is the only activity being done at the time. For example if the radio is on while you are ironing, the main activity should be 'Washing, ironing or mending clothes etc', with listening to the radio as a secondary activity.

'Dual nature' activities

A secondary activity will generally be a different, separate activity being done at the same time as a main activity. However, for the purpose of this survey, certain individual activities have a 'dual' nature and we want them recorded as both a main and secondary activity. These are:

- Jogging: main activity is exercise (code 22) and secondary is travel (code 10, with 10a coded as **Walking**);
- Dog walking: main activity is pet care (code 9) and secondary would be travel (**Walking**);
- Using a computer or accessing the internet (code 29) would be a secondary activity and the main activity would be what respondents were using the internet or computer for (e.g. playing games (hobbies and other leisure activities, code 28) or emailing a friend (contact with friends or family by telephone, email or letter, code 25).

Going out to eat/drink, eating with friends

- You should decide if going out to eat/drink or eating with friends counts as one activity or more than one and, if more than one (e.g. being with friends and drinking), which was the main and which the secondary.
- For example, if you eat with friends at their home you might decide that spending time with friends was the main activity (code 24), and eating (code 4) was the secondary. Alternatively, if you go out to eat with them you could select going out to eat/drink (code 23) as main and spending time with friends (code 24) as secondary.

Code 30 – 'Other activities not listed'

- Only use Code 30 as a last resort – you should try to fit all activities into codes 1-29 if possible.
- If an activity cannot be placed in one of the pre-coded activities, it should be coded as Code 30 and a description written in on the right-hand side of the diary.
- If you feel something you are doing is too private to record, it should be entered as 'Other', code 30, with 'Personal' written in the space on the right-hand side of the diary.