

Time usage diary worksheet

Taxpayer's name _____

Tax file number _____

Year Ended _____

Employer (if applicable) _____

It is recommended that a time usage diary adopt the following format:

Time usage diary for _____ (eg internet)						
Days	Time Commenced	Time Finished	Total Time	Business Usage	Private Usage	Type of task undertaken
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
Summary						
Depreciating asset					
Date time diary commenced					
Date time diary finished					
Total business hours usage					
Total hours (business and private)					
Creditable (business) use Percentage (%) (business hours divided by total hours)					