

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						
Date	Time commenced	Time finished	Total time	Business percentage	Private usage	Type of task undertaken
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

**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) .....