



Format of time usage diary for computers etc

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
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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)