



## 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:

<b>Time usage diary</b>						
<b>Date</b>	<b>Time commenced</b>	<b>Time finished</b>	<b>Total time</b>	<b>Business percentage</b>	<b>Private usage</b>	<b>Type of task undertaken</b>
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
<b>Summary</b>						
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)			.....			