RICHARDS FINANCIAL SERVICES

Time Usage Diary Work Sheet

Use Separate Schedules for Each Item (e.g. computer, mobile phone etc.)

Item of plant _____

Date time diary commenced _____

Date time diary finished _____

Total business hours usage _____

Total hours _____

(business and private) _____

Net business claim % _____

(business hours divided by total hours) _____

Date	Time Started	Time Finished	Total Time	Business %	Private %	Type of Task Undertaken