

Time Use Survey - Directions

INSTRUCTIONS

Thank you for your interest in completing the Time Use Survey. Although it may look intimidating, this is actually quite simple to complete. All you have to do is place an "X" in one of the categories for each 15 minute increment in the day. Chances are your form is already 2/3 complete if you sleep 8 hours and work 8 hours. This just leaves the other 8 hours to complete. Complete five of these forms for your five workdays (typically Monday through Friday).

TIPS

- **Guess.** This ain't NASA, folks. Put down the calculator. We're just trying to get a rough idea about where your typical day goes.
- **Don't cheat.** This is a tool to help you determine how you actually spend your time, not how you'd like to spend your time.
- **Pick the primary task.** Most people do several things at once. For example, you might be driving with your family to the movies. Since the primary task is driving, you'd mark this time in the Driving category.

CATEGORY DESCRIPTIONS

- **Sleeping** – Time you spend sleeping or lying down with the intent to sleep.
- **Working** – Time at work. Count lunch and breaks as "work."
- **Eating** – This includes not only eating food but also preparing it. Don't include shopping here; we'll get to that below.
- **Cleaning** – Time spent cleaning the kitchen, vacuuming, etc.
- **Personal Care** – This is a big category. It includes things such as showering, using the bathroom, getting dressed, brushing your teeth, getting your hair cut, nails done, etc.
- **Home maintenance** – Includes grocery shopping, bill paying, phone calls to plumbers, etc.
- **Driving** – Basically any time you are in your car going somewhere: commuting, dropping kids off at soccer, running errands, etc.
- **TV & Movies** – Time spent watching TV and movies at home and in the theater.
- **Leisure Negative** – These are entertainment activities (other than TV/Movies) that are not empowering or life enriching such as video games, reading celebrity magazines, and certain forms of socializing.
- **Exercise** – Time at the gym, walking, biking, stretching, etc.
- **Family** – Time with spouse/partner and/or kids.
- **Education** – Time spent at a traditional school or at an online school for the purpose of a degree or designation.
- **Personal Growth** – Time spent reading, learning, planning your future, taking courses, etc.
- **Spiritual** – Time spent at church/temple, in Bible study, in small spiritual groups, praying, meditating, etc.
- **Helping** – All the time you spend working and helping others without pay such as volunteering, helping your neighbor, mowing your grandma's lawn, etc.
- **Social** – Time with friends, talking on the phone, texting, at parties, etc.
- **Leisure Positive / Hobbies** – These are activities that you truly enjoy AND that provide you with a richer and fuller life.
- **Goal Focused** – These are activities that get you closer to reaching your goals.
- **Other** – Any other activities that do not fit within the other categories.

Time Use Survey

Name: _____ Day of Week: _____ Date: ____/____/____

	Sleeping	Working	Eating	Cleaning	Personal Care	Home Maintenance	Driving	TV & Movies	Leisure Negative	Exercise	Family	Education	Personal Growth	Spiritual	Helping	Social	Leisure+ Hobbies	Goal Focused	Other
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