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						
Depreciati	ng asset					
Date time	diary commenced					
Date time diary finished						
Total business hours usage						
Total hour (business	s and private)					
Creditable (business) use percentage (%) (business hours divided by total hours)						