



### **Module M287**

Please stick respondent serial/i.d. number sticker here

# **Omnibus Survey**

Short One Day Diary of Time Use

Interviewer use	only	Intervie	ewer authority number	
Respondent details:				
Date of birth:				
Date of Sittin	Date	Month	Year	
Sex:				
	Male	Female		
Interview date:				
	Date	Month	Year	
Diary Day				
(refer to card)	Mon Tue	Wed Thu	Fri Sat	Sun
Diary Date				
•	Date	Month	Year	

Please read the instructions and examples on pages 2 and 3.

When the diary has been filled in please do the final checks and probes on page 10.

Activity	Activity codes and descriptions		Early morning				
groups	(Also see notes on right hand page)						
			<b>6am</b> 30	<b>7am</b> 30	<b>8am</b> 30	<b>9am</b> 30	
	1 Sleeping	1	x	×			
Personal care	2 Resting (doing nothing, 'time out')	2					
	3 Washing, dressing/undressing, etc	3		x x			
Eating,	4 Eating or drinking/ having a meal	4		The state of the s	x		
drinking	(at home or away from home)	_					
	5 Preparing food and drinks, cooking, washing up	5		X			
Housework and other	<ul><li>6 Cleaning, tidying house</li><li>7 Washing, ironing or mending clothes etc</li></ul>	6 7					
household	Maintenance of house, DIY, gardening	8					
tasks	9 Pet care (including walking the dog)	9					
	<b>10</b> Travelling	10			XXX		
Travel	10a How you travelled (enter letter - see right page)	10a			P-P T-T		
	<b>10b</b> Type of trip (enter letter - see right page)	10b			E PP		
Work for paid job	<b>11</b> Work for job (include paid and unpaid overtime and work brought home. Exclude lunch and other breaks)	11			<b>x</b> -	×	
Education and courses	12 Formal education	12					
	13 Recreational courses and study	13					
Voluntary work	<b>14</b> Voluntary work for or on behalf of an organisation, charity or sports club	14					
Carriery face	<b>15</b> Caring for/looking after and playing with own children	15		•			
Caring for children and	<b>16</b> Caring for/looking after other children	16					
adults	17 Helping or caring for adults who live with you	17					
	18 Helping or caring for other adults who don't live with you (not as voluntary or paid work)	18					
Shopping and appointments	<b>19</b> Shopping (incl. internet shopping), banking (incl internet banking), post-office, appointments with the doctor, dentist, hairdresser, plumber etc.	19					
	20 Watching TV and videos/DVDs, listening to radio or music	20					
	21 Reading	21			••		
	22 Playing sports, exercising	22					
	23 Spending time with friends, family, neighbours at home or at their homes	23					
Leisure	<b>24</b> Going out with friends, family, neighbours (e.g. to the pub, restaurant etc.)	24					
	<b>25</b> Contact with friends and family by telephone, text, e-mail, instant message or letter	25					
	26 Visits to cinema, theatre, concerts, sporting events, museums, galleries, historical monuments, library etc.	26					
	27 Attending church, temple, mosque, synagogue, or other religious meetings, praying alone, attending political or other meetings	27					
	28 Hobbies and other leisure activities	28					
Computer and internet use	29 Using a computer or accessing the internet - Record what the computer is being used for above e.g. internet shopping or banking code 19, playing games code 28, e-mailing friends code	29					
Other	<b>30</b> Other activities not listed (please write in below)	30					
			6am	7 <sub>am</sub>	8 <sub>am</sub>	9 <sub>am</sub>	
LOCATION	<b>31</b> Where were you? At <u>H</u> ome (incl. the garden) or <u>E</u> lsewhere. Give for each activity.	31	ннннн	H H H H H H	HEEEEE	EEEEE	
			30	30	30	30	
			6am	7 <sub>am</sub>	8 <sub>am</sub>	9 <sub>am</sub>	
p2				Early m	orning		

**Notes and Instructions** 

(Numbers refer to activity codes on far left)

- 1 Include intending to sleep or trying to sleep
- 2 Include doing nothing, sitting thinking, smoking breaks
- 3 Include make up, beauty treatments, taking medication
- 4 Include meals, snacks and drinks

- 9 Include dog walking but also code travel as secondary activity Include going
- 10a Car/van, Walk/jog, Pedal bicycle, Bus/Coach, Train/underground, Other
- **10b** Escort e.g. a journey purely to escort someone (and that you otherwise would not do), Just walk/drive/cycle e.g. a run in the car or a walk purely for enjoyment, Paid work, Shopping or Other
- 11 Travel in the course of work (e.g. to get to a meeting, a plumber driving to a job); record work as main activity and travel as secondary. However do not record work travel for people who earn their living by travelling e.g. bus driver, delivery person
- **12** Studies as part of formal education, including general and
- **13** Recreational courses and informal study activities or self improvement
- 14 Include work on behalf of political organisations. Include helping, caring or nursing other people if done for a voluntary organisation or charity
- 15 Include step/adopted/foster children. Childcare takes precedence over any other secondary activity
- **16** Exclude caring for children as part of job (e.g. childminder, nursery assistant) 17 Include caring for spouse or partner
- **18** Includes helping neighbours or friends
- 19 Include telephone/internet banking, paying bills, home shopping. Include appointments for respondents only. Include appointments at home
- 20 Exclude accessing internet/e-mailing via digital TV
- 22 Include jogging or walking for exercise here code travelling as secondary activity
- 24 Include unplanned contact in person e.g. meeting a neighbour in the street
- 25 Include e-mail and instant messaging and also code Computer Use as secondary activity (Code 29) 26
- 27
- 28 Include time spent in the park
- **29** Include internet access using Digital TV, games console, mobile phones etc. Also code what the computer or internet access was being used for E.g. Playing computer games - Code 28 hobbies, buying something over the internet - Code 19 shopping, e-mailing a friend - Code 25 Social contact. **30** If more than one 'other' recorded, please indicate what time each note on
- page 2 refers to (if necessary continue descriptions on this side)

**31** For every activity in the day indicate whether at own  $\underline{\mathbf{H}}$  ome or  $\underline{\mathbf{E}}$  lsewhere. At Home includes being in your own garden.

p11

	Afternoon				Early e	vening	Early evening			
	12pm	1 <sub>pm</sub>	2 <sub>pm</sub>	3pm	4pm	5 <sub>pm</sub>	<b>6</b> pm	<b>7</b> pm		
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2									2	
3									3	
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30									30	
31	12 <sub>pm</sub>	1 <sub>pm</sub>	2 <sub>pm</sub>	3 <sub>pm</sub>	4pm	5 <sub>pm</sub>	6pm	7pm	31	
	30	30	30	30	4	5	6	7		
	<b>12pm</b>	1 <sub>pm</sub>	2 <sub>pm</sub>	<b>3</b> pm	<b>4pm</b> 30	<b>5pm</b> 30	<b>6pm</b> 30	<b>7pm</b> 30		
p6		Aftei	noon			Early e	vening		р7	

		Eve	ning			Mor	ning		
	<b>8</b> pm	9 <sub>pm</sub>	10 <sub>pm</sub>	11pm	8am	9 <sub>am</sub>	10 <sub>am</sub>	11am	
1	30	30	30	30	30	30	30	30	1
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	8 <sub>pm</sub>	9 <sub>pm</sub>	10pm	11pm	8am	9 <sub>am</sub>	10am	11am	
31									31
	30	30	30	30	8 <sub>am</sub>	9 <sub>am</sub>	10am	11 <sub>am</sub>	
	8 <sub>pm</sub>	9 <sub>pm</sub>	10 <sub>pm</sub>	11 <sub>pm</sub>	30	30	30	30	
p8		Eve	ning			Mor	ning		p5

		Early n	norning			Nio	ght		
	4am	5 <sub>am</sub>	6am	7 <sub>am</sub>	12am	1am	2 <sub>am</sub>	3 <sub>am</sub>	
1	30	30	30	30	30	30	30	30	1
2									2
3									3
4									4
5									5
6 7									7
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31	4am	5 <sub>am</sub>	6am	7am	12am	1am	2 <sub>am</sub>	3 <sub>am</sub>	31
	30	30	30	30	12am	<b>1</b> am	2 <sub>am</sub>	3 <sub>am</sub>	
	4am	5 <sub>am</sub>	6 <sub>am</sub>	7 <sub>am</sub>	30	30	30	30	
<b>p4</b>		Early n	norning			Nig	g h t		р9

# Final checks and probes

At the end of the diary please check these points with the respondent (please tick boxes to indicate that you have):

#### Location:

· A location code has been included for all activities

#### Childcare:

- Did the respondent have a child in their care during any part of the diary day?
- When?
- For how long?
- If for 5 minutes or more, record as main or secondary activity.
- Childcare, when a secondary activity, takes precedence over any other secondary activity.

#### Telephone:

- If no mention of telephone conversation made, ask if they made or received any calls during the diary day, other than while at work.
- · When?
- For how long?
- If for 5 minutes or more, record as an activity.

#### **Computers:**

- Did the respondent use a computer at all, other than during paid work?
- When?
- For how long?
- If for 5 minutes or more, record as secondary activity at code 29, and what they were using it for as main activity.

#### Travelling:

- · Make sure you have recorded, for all journeys;
- The means of travel
- The purpose

#### Travelling in the course of work:

 Check if respondent travelled in the course of work (e.g. to get to a meeting, a plumber driving to a job): record work as main activity, travel as secondary activity. However do not record work travel for people who earn their living by travelling e.g. bus driver, delivery person.

# Finally:

- Ask the respondent to scan the showcard once more to see if they have forgotten anything,
- Check that:
- The whole 24-hour period has been accounted for;
- There is no overlapping time i.e. no two main activities are recorded in the same 10 minute period, nor two secondary activities.
- Now confirm on your laptop that the diary has been completed.

# Explaining to respondents how the diary is filled in

- Show the respondent the open diary. Say you want the respondent to tell you what they were doing on [the diary say - clearly specify it], from 4.00am in the morning through to 4.00am the following morning.
- Explain that you'll record what respondents were doing as they tell you.
- Say that the day is broken down into 10 minute intervals, but mention that you want to know about all things that took 5 minutes or more.
- Show respondent the showcard, and briefly run through the activity groups and categories.

## **Example**

Take the respondent through the example on the left, which shows what someone is doing between 6.00am and 10.00am (note the real diary begins at 4.00am).

- Show how activities lasting at least 5 minutes but not more than 10 are marked with an X in the space between the vertical lines. [Note not on the line. This shows that the activity was done throughout a 10 minute period, e.g. between 4.00am and 4.10am, rather than at a single point in time e.g. at 4.00am].
- Activities lasting more than 10 minutes are recorded by drawing an X in the first and last 10 minute spaces in which the activity took place, joined by a continuous line.

Show that the woman in the example was:

- Sleeping (code 1): 6.00am to 7.10am; then
- Washed and dressed (code 3): 7.10am to 7.40am; then
- Prepared breakfast (code 5): 7.40am to 7.50am; then
- Ate breakfast (code 4): 7.50am to 8.10am; then
- Travelled (code 10): 8.10am to 8.50am; then
- Worked (code 11): 8.50am to 10.00am when the example ends.
- Mention that as well as the main activity, you want to know about anything being done at the same time – what we call 'secondary activities' - so can they try to remember those too
- a secondary activity is recorded in the same way as a main activity but using • instead of X.

This person's secondary activities were:

- Looking after her children between 7.10am and 8.20am getting them up, giving them breakfast and taking them to school. This is shown as a secondary activity at code 15.
- Reading while on the train (code 21).

There are some extra details needed for travelling, indicated By letters [explained under codes 10a and 10b]:

- How the person travelled is shown at code 10a: in our example as 'W' for her walk to school (10 minutes) followed by a walk to the train station (10 minutes) and a train journey for 20 minutes indicated by 'T'.
- The **purpose of the journey** is shown at code 10b: in our example it was escorting her children to school indicated by 'E' and then going to work indicated by 'P'.

For all activities the location should be included (code 31) in the example she is at home 'H' until leaving to take the children to school and then elsewhere indicated by 'E'.

While filling in the diary refer to the Notes and instructions on the right hand page (page 11) relating to particular activities.

COLOURSPEED Tel: 01489 885152 Fax: 01489 88424 ISDN: 01489 584248 www.colourspeed.com	JOB NUMBER: 36211							
	FILE NAME: ONS Survey							
	CUSTOMER: ONS							
	DATE: 08.02.05	DESIGNER: Julie	PROOF No: 2					
	COLOURS USED : C M Y K	PMS PMS PMS PM Black 354 none none none						
CUSTOMERS' APP	ROVAL - please tick							
PROOF APPROVED no amendments, plea		signed:						
AMEND AS SHOWN and proceed		print name:						
AMEND AS SHOWN re-submit proof		date:						
be charged as an extra. IN		s or omissions once this proof has been approved. Aut created and are not on the final stock so therefore car e a swatch.						