

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

Omnibus Survey

Short One Day Diary of Time Use

Interviewer use only

Interviewer authority number

Respondent details:

Date of birth:
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.

Afternoon				Early evening					
12pm 30	1pm 30	2pm 30	3pm 30	4pm 30	5pm 30	6pm 30	7pm 30		
1								1	
2								2	
3								3	
4								4	
5								5	
6								6	
7								7	
8								8	
9								9	
10								10	
10a								10a	
10b								10b	
11								11	
12								12	
13								13	
14								14	
15								15	
16								16	
17								17	
18								18	
19								19	
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21								21	
22								22	
23								23	
24								24	
25								25	
26								26	
27								27	
28								28	
29								29	
30								30	
31	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	31
	30 12pm	30 1pm	30 2pm	30 3pm	30 4pm	30 5pm	30 6pm	30 7pm	
p6	Afternoon				Early evening				p7

Evening				Morning				
8pm	9pm	10pm	11pm	8am	9am	10am	11am	
30	30	30	30	30	30	30	30	
1								1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
10a								10a
10b								10b
11								11
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26								26
27								27
28								28
29								29
30								30
8pm	9pm	10pm	11pm	8am	9am	10am	11am	
30	30	30	30	30	30	30	30	

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.



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JOB NUMBER: 36211

FILE NAME: ONS Survey

CUSTOMER: ONS

DATE: 08.02.05 DESIGNER: Julie PROOF No: 2

COLOURS USED :

C	M	Y	K	Black	PMS 354	PMS none	PMS none	PMS none	PMS none	PMS none	PMS none

CUSTOMERS' APPROVAL - please tick

PROOF APPROVED
no amendments, please proceed signed: _____

AMEND AS SHOWN
and proceed print name: _____

AMEND AS SHOWN
re-submit proof date: _____

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