

TIME USE SURVEY

INTERVIEW VERSION 1 GUIDANCE

A. Question guidance

1. Employment: Hours spent in paid employment for the last month.

- Include any over-time and deduct any hours missed e.g. annual leave, sick leave, lunch breaks.
- Include time spent in both formal employment and time spent in casual paid employment.
- Include time spent in 'paid' employment even if pay/fee for the work has not yet been received.
- If no work in the last month ... ask are they away from employment e.g. maternity/sick leave?

2. Education and training: Hours spent engaged in formal education and training for the last month.

- Include structured hours (e.g. in lessons etc) and hours spent outside classes (e.g. homework and assignment/revision).
- Includes any evening/night classes, driving lessons, musical instrument or singing lessons.
- Includes distance or self-directed learning from a package of materials provided as long as the learning is part of a taught course or linked to a recognised qualification/certificate. Exclude any more informal self-directed learning which is not linked to any course, for example, teaching oneself to play guitar using YouTube videos.
- Ask for all information about the learning activities, for example, the course name, course provider, qualification/certification (even if not obtained yet), course location, whether a fee was paid/incurred.

3. Voluntary Work: Hours spent donating time without financial incentive.

- *Formal volunteering* – Structured through some sort of group or organisation.
- *Informal caregiving* – Helping out people outside the home e.g. running errands for elderly neighbour/looking after children other than your own. Also, hours spent caring for people other than children, e.g. elderly parents, disabled or ill spouse.

4. Leisure Activities and Sports: Hours spent in any from the lists of activities performed for social and/or achievement reasons.

- Do not duplicate time spent captured elsewhere e.g. do not double rate time spent in the library or on a field trip for education or training as a leisure activity.
- Do not double rate activities under both sports and leisure e.g. do not double rate time spent playing darts (sports) in the pub (leisure). Record time spent playing darts under sports and all other time spent in the pub under leisure.
- *Leisure* – Time spent out of the house engaged in spiritual or religious activities is included. Time spent engaged in prayer or meditation in one's own home is not included.
- *Sports* – Include activities conducted both within and outside of the home.

5. Socialising: Unstructured socialising which is face-to-face (direct) or online/by phone (indirect).

- Do not duplicate time spent captured elsewhere e.g. do not double rate time spent on trip out as time spent socialising as well.
- *Direct socialising* – Ask about hours spent visiting people at their homes, receiving visitors within the own home, and socialising with people other than those they live with.
 - Ask participants to report only time spent actively socialising rather than just ‘in others’ presence’ but not actually interacting e.g. if living with family or housemates etc.
- *Indirect socialising* – Ask about time spent indirectly socialising keeping in contact with friends/family.
 - Includes (but is not limited to) phone calls, texts, video calls, online forums, social media, instant messaging, socialising via online gaming e.g. using a headset.
 - Ask participants to recall time spent actively socialising (i.e. speaking or exchanging messages) and not to include time spent scrolling through social media, reading newsfeeds etc (“lurking”).

6. Childcare: Hours spent caring for children for whom participant is primary carer/has parental responsibility.

- Need to know how many children, how old they are, do they live with you full time?
- Must be primary caring activities rather than just ‘in your presence’, e.g. physical care, supervision of activities. Therefore, not just the amount of time you are responsible for the child.
- Try to assist participants in not double-counting time spent in childcare activities e.g. supervision time should not include time already accounted for in other childcare activities.

7. Housework and Chores: Hours spent looking after one’s own place of residence.

- *Food management and preparation* – Includes all activities regarding preparing food or drinks for self or others, e.g. making drinks, making snacks, baking, chopping, mixing and preparing ingredients, and cooking meals.
- *Food shopping* – Includes any shopping for food and/or household items, e.g. local shops, markets, and supermarkets, and any time spent shopping for food online.
- *Washing/laundry* – Include time spent hand-washing, loading and unloading washing machine/dryer, hanging washing, ironing and putting laundry away. Do not include time that washing is in washing machine or dryer.
- Time spent caring for pets would be included under housework and chores e.g. cleaning, feeding and administering medication. Time spent petting or stroking animals would not be included.

B. Interview guidance

- The TUS is best delivered within the context of an in-person interview in which a positive rapport between interviewer and interviewee has been established.
- Care should be taken during the interview as interviewees can experience some distress when sharing their time use, especially in the context of low structured activity.
- Visual prompts can be helpful, for example, providing lists of sports and leisure activities
- The TUS prioritises participant recall but informant data can be used - for example, from family members, diaries, mobile phone data - with interviewee permission and any necessary approvals related to research use of these data.
- The interviewer must endeavour to elicit as specific responses as possible in reference to activity occurrence and duration.
- The interviewer should elicit as much information as possible regarding the nature of activities in order to determine whether they should be counted under structured activity – for example, eliciting the course name, provider, fee-paying status, certification and location of an educational course.

C. Activity inclusion guidance

- The focus of the Time Use Survey is on quantity of time spent in each type of activity, not on the quality of engagement.
 - For example, time spent in lectures would be included even if the participant does not listen, time spent in a café would be included even if the participant does not interact with anyone or purchase anything, time spent in a library would be included even if the participant does not use any books or computers.
- Time spent in healthcare appointments is not normally included, unless the healthcare appointment includes activities which count as structured activity e.g. a participant visits the park with a support worker.
 - Time spent in personal care related activities would be counted under leisure (e.g. spa, hairdresser, tattooist) or sports activities (e.g. gym, health club).
- Time use is hierarchical – if an activity can be counted under structured activity, as opposed to unstructured activity/socialising, it should be counted as structured.
- The Time Use Survey is intended to capture time spent in the provided list of activities, it is not intended to capture all activities within which the participant takes part.
- Travel time should not normally be included for any activities. Unless the travel activity was selected for the purpose of performing a structured activity e.g. participant chooses to cycle to work for the purpose of exercise.

D. Scoring guidance

- Scoring tips
 - For activities which participant describes as 'always' or 'constant' e.g. socialising, supervising children, consider asking participants to deduct time not engaged in that activity – including time spent in other structured activities, time spent sleeping etc.
 - For socialising, encourage participants to provide total time spent engaged in socialising in whichever timeframe is easiest for them, e.g. per day, per week, or total for the month.
 - Check when unsure if participant has or has not double-counted activities.
 - All activities should be scored as hours spent in the activity per week over the last month.

- Calculating scores

#	Participant provides response as...	Interviewer should check...	Score is calculated by...
1	Hours per week, e.g. 37.5 hours of paid employment	Check that hours per week have been the same each and every week for the last month.	If yes, no calculation is required. Hours per week spent in paid employment = 37.5. If no, check total hours in the past month.
2	Hours per day, e.g. 2 hours texting friends per day.	Check that hours per day have been the same each and every day for the last month.	If yes, multiply hours per day by 7. E.g. hours per week spent texting friends = 2 hours x 7 = 14 hours. If no, check number of days missed and deduct from the average number of days in a month (30.42 days). Multiply daily hours by number of days engaged in the activity to calculate total hours in the last month. E.g. 30.42 days minus 3 missed days = 27.42 days. 2 hours per day x 27.42 days in the last month = 54.84. Use total in calculation 3.
3	Total hours for the last month, e.g. 20 hours spent at the gym.	-	Multiply the total number of hours by 12 and divide by 52. E.g. hours per week at the gym = (20 hours x 12)/52 = 4.62 hours.
4	Time in minutes	-	Divide number of minutes by 60 to convert into hours.