



This personal time study is designed to help you become more aware of how you spend your time (**active versus inactive**). The worksheet can be personalised with your relevant times and then be used to find ways to become more active.

There are 2 worksheets provided, Worksheet 1 with standard time slots (for office workers) and Worksheet 2 with blank time slots (for shift and irregular hour workers). Instructions for use:

- 1) Fill in the time slots with the **tasks or activities** that you do over an entire day. Record 1 typical week day and 1 typical weekend day.
- 2) **Incidental activity time** - determine the number of minutes that you spend doing any type of movement such as walking, climbing stairs, gardening and housework. Include standing as an activity because more energy is used than when sitting.
- 3) **Structured activity time** – determine the number of minutes that you spend doing any type of structured activity such as going to the gym, for a run, cycle, swim etc. Don't forget to include things like dancing classes, yoga and tai chi classes etc.
- 4) **Inactive time** – records your minutes of inactivity such as sleeping, sitting, driving a car or sitting in a car, watching TV or DVD's, using a computer or sitting talking on the phone etc.
- 5) **Total** – add up your total minutes of activity and inactivity for each of the 2 days. The total for the day should be 1,440 minutes. See example:

Time Slot (standard)	Tasks or activities for (date) - Friday 18 <sup>th</sup> April, 2008	Active minutes	Inactive minutes
6 – 9 am 3 hours or 180 minutes	Get out of bed, breakfast, shower, drive to work, walk to office	15	150
9 – 12 pm 3 hours or 180 minutes	Work, walk to staff room to have morning tea	5	175
12 – 3 pm 3 hours or 180 minutes	Work, walk to staff room to have lunch, walk to 2 meetings	15	165
3 – 6 pm 3 hours or 180 minutes	Work, walk to staff room to have afternoon tea	5	175
6 – 9 pm 3 hours or 180 minutes	Drive home from work, buy groceries, prepare dinner (standing), eat dinner, watch TV, talk to friends on the phone	30 15	135
9 – 12 am) 3 hours or 180 minutes	Watch TV	0	180
12 – 6 am 6 hours or 360 minutes	Watch TV till 1.00am, sleep	0	360
<b>Total minutes = 1,440</b>		<b>Total minutes of activity = 100</b>	<b>Total minutes of inactivity = 1340</b>
<b>Percentage of time Active versus inactive</b>		<b>Time active = 7%</b>	<b>Time inactive = 93%</b>

**Worksheet 1 - Standard Time Slots**

<b>Time Slot</b>	<b>Tasks or activities for weekday. Date:</b>	<b>Active Minutes</b>	<b>Inactive minutes</b>
6 – 9 am 3 hours or 180 minutes			
9 – 12 pm 3 hours or 180 minutes			
12 – 3 pm 3 hours or 180 minutes			
3 – 6 pm 3 hours or 180 minutes			
6 – 9 pm 3 hours or 180 minutes			
9 – 12 am) 3 hours or 180 minutes			
12 – 6 am 6 hours or 360 minutes			
<b>Total minutes = 1,440</b>		<b>Total minutes of activity =</b>	<b>Total minutes of inactivity =</b>
<b>Percentage of time Active versus inactive</b>		<b>Time active =</b>	<b>Time inactive =</b>

<b>Time Slot</b>	<b>Tasks or activities for weekend. Date:</b>	<b>Active minutes</b>	<b>Inactive minutes</b>
6 – 9 am 3 hours or 180 minutes			
9 – 12 pm 3 hours or 180 minutes			
12 – 3 pm 3 hours or 180 minutes			
3 – 6 pm 3 hours or 180 minutes			
6 – 9 pm 3 hours or 180 minutes			
9 – 12 am) 3 hours or 180 minutes			
12 – 6 am 6 hours or 360 minutes			
<b>Total minutes = 1,440</b>		<b>Total minutes of activity =</b>	<b>Total minutes of inactivity =</b>
<b>Percentage of time Active versus inactive</b>		<b>Time active =</b>	<b>Time inactive =</b>

**Worksheet 2 - Blank Time Slots**

Time Slot	Tasks or activities for (date)	Active minutes	Inactive minutes
<b>Total minutes = 1,440</b>		<b>Total minutes of activity =</b>	<b>Total minutes of inactivity =</b>
<b>Percentage of time Active versus inactive</b>		<b>Time active =</b>	<b>Time inactive =</b>

Time Slot	Tasks or activities for (date)	Active minutes	Inactive minutes
<b>Total minutes = 1,440</b>		<b>Total minutes of activity =</b>	<b>Total minutes of inactivity =</b>
<b>Percentage of time Active versus inactive</b>		<b>Time active =</b>	<b>Time inactive =</b>

**Time Study Review (see example below)**

1. What did you learn about your personal time study and how you use your time?
2. Were you surprised at the amount of time spent being inactive?
3. Are there any opportunities for more active time?
4. How ready are you to become more active? Rate importance and confidence.

Inactive time(s)	Opportunities for being more active	Additional active mins.	Importance	Confidence
Time at work	1. Walk to colleagues desks where possible to convey messages instead of sending emails	+ 15	8/10	9/10
	2. Walk to the water cooler every hour	+ 16	7/10	9/10
	3. Stretch at desk	+ 5	6/10	6/10
TV time in the evening	4. Walk the dog after dinner once per week	+30	9/10	8/10
		<b>+66 minutes</b>		

**Time Study Review from Worksheet**

Inactive time(s)	Opportunities for being more active	Additional active mins.	Importance	Confidence

**Comments**