

Fill Out the Following Table to Calculate Your Own Time- Space Percentage:			
	Example	Your Business	
1) Number of hours you use your home for business in a year (include hours children are present and hours spent cleaning, preparing meals, record keeping, etc. when children are not present.)	3,258		
2) Number of hours in a year (365 days X 24 hours) = If you began your business in the middle of the year, multiply the number of days in the year after you began by 24 hours for each day*	8,760		
3) Divide # 1 by #2 ($3258 \div 8760 = .37$) or...	37%		Time Percentage
4) Number of square feet in your home that is regularly used for business	1,760		
5) Number of square feet in the entire home	2,200		Space Percentage
6) Divide #4 by # 5 ($1760 \div 2200 = .80$) or...	80%		
7) Multiply #3 by #6 ($37\% \times 80\% = 2960$) or...	30%		This is your Time - Space Percentage
*See <i>The Basic Guide to Family Child Care Record Keeping</i> (Redleaf Press) for more details			