Time Tracking & Billing Checklist

Never miss billable hours with this daily tracking system

Daily Time Tracking Checklist

Morning (Start of Day):

■ Review calendar for billable meetings/calls

■ Start timer when beginning work

■ Note case/matter for each task

Throughout Day:

■ Log time immediately after each task

■ Include detailed description (what, why, result)

■ Track emails (use 0.1 hour increments)

■ Record phone calls as they happen

■ Note research time with citations

■ Document drafting time

End of Day:

■ Review time entries for completeness

■ Add any missed entries

■ Verify all entries have proper matter codes

■ Check descriptions are clear and detailed

■ Total hours match calendar activities

Common Time Leaks

Activity	Often Missed	How to Capture
Email reviews	15-30 min/day	Track in 0.1 hour increments
Brief calls	5-10 min each	Log immediately after
Quick research	10-20 min	Note even short lookups
Document review	20-40 min	Start timer before opening
Travel time	30-60 min	Bill if client-related

Pro Tip: Set a timer to beep every 30 minutes as a reminder to log your time.