**Appendix F**

**Timekeeping Exercise**

Student Directions: As you begin client work, you may have an ethical obligation to track your billable time in an accurate manner depending on how your client will pay. Follow the steps below to try out a convenient mobile timekeeping tool during your planning, research, writing, editing, etc. Attach an invoice of your time to your final written submission and respond to the reflection question below.

1. Download a basic, free version of the time tracking software called Toggl.\* It will sync as between different devices you might do course work on such as a phone or laptop.
2. Use Toggl to track your project time with entries for different tasks: consultation with supervisors or colleagues, legal research, drafting, revising, client communication, etc. Try the calendar integration feature to have class sessions and other set events turned into time entries automatically. Play around with the tool to determine what fits best with your workflow patterns.
3. Once your writing project is complete, export a report of your time in an Excel, CSV, or PDF file. From there, think about the best way to invoice a client for that billable work time and create an invoice to attach to your final work product.
4. Submit a paragraph reflecting on the timekeeping process and thinking about these questions: Was it difficult? Easy? Did the tool make your records more reliable or less? What ethical considerations must an attorney remember in this context? Did your timekeeping reveal work that was inefficient? How might that impact client relations and a lawyer’s reputation?

\* Any widely available preferably free tool can be substituted here based on a professor’s experience or preference.