

Best Practices for Accurate and Efficient Time Tracking

Happy clients are the backbone of every law firm. But providing quality services is only half the battle—accurate timekeeping ensures that when a client looks at their invoice, they are satisfied with the money spent on legal services.

Follow these six best practices to efficiently track time, maximize billable hours, and maintain strong relationships with clients month over month.



1 Coordinate timekeeping practices

Train your team on your firm’s timekeeping practices so that every member bills time the same way. Onboard new attorneys, paralegals, and other legal professionals on policies and preferred software.

2 Set client expectations

Whenever you sign a new client, send them a welcome email detailing what to expect for billing and invoicing. This email should include:

The date they will be billed



The date the invoice is due (net 30, net 60, etc.)

Instructions on how to pay the invoice

When you set clear expectations upfront, you spend less time managing them in the future.

3 Implement legal-specific time-tracking software

Legal-specific time-tracking software such as TimeSolv allows attorneys to attach tracked time to each matter for seamless invoice creation at the end of the month. Other features include:

- Mobile time tracking to capture hours from anywhere
- Batch time entry for streamlined invoice creation
- Offline time tracking
- Integration with key practice management tools



4 Capture and review time as you go

Use time-tracking software to start timers as you work on each matter to avoid leaking billable hours.

The right solution will have safeguards to prevent common errors, like simultaneous timers or duplicate entries, so you can maintain compliance. Still, it’s a best practice to set aside a few minutes every afternoon to check your time entries for discrepancies.



5 Standardize time entry descriptions

Don’t be afraid to be descriptive in time entries. Clients review invoices. It’s your chance to remind them of the valuable work your law firm provides them.

Keep each time entry description clean and consistent. Always include the following:

- Time spent
- Task code
- Matter
- Lengthy description of the work completed

When you’re detailed in your timekeeping, it gives you the option at the end of the month to be as thorough as needed in your client invoices.

6 Analyze timekeeping data

Find bottlenecks in your workflows by checking reporting features from your time tracking software. When you proactively review data, you can catch errors before they become problems and streamline inefficient methods.

Implement a legal time-tracking software that everyone in your office can figure out. TimeSolv is the #1 legal billing software for usability—[start a free trial](#) today to see why.