

# Model Time-keeping Policy

[ORGANIZATION] asks employees to track their time on a daily basis to help both [ORGANIZATION] and employees plan work and learn from the way we spend our time. [ORGANIZATION] provides employees with time-tracking software called [SOFTWARE] to make time-keeping as simple and efficient as possible. When analyzed, time-keeping worksheets allow for the chance to measure such things as which services were performed and how long these services took to accomplish. Accurate timekeeping is a matter of professional ethics.

Don't beat yourself up if you aren't good at time-keeping when you first start —being a good time-keeper comes with time and practice.

Attorneys should find a way to keep time that is practical for them and in accordance with the following guidance:

- Endeavor to keep time on a daily basis and contemporaneous with the work. You will find it is easier to do and more accurate. This may seem like a no-brainer, but recording your time promptly might just be the single most important practice for accurate time keeping. Recording promptly helps with accuracy. The longer you wait to do your time entries, the less accurate you'll be and (according to the research) the more likely you are to capture less time than you actually spent.
- In the event you miss recording time on any given day, ensure that all time-keeping is up-to-date by end-of-day every Friday.
- Use [SOFTWARE] to record the amount of time you work on any given project. Assign your work both a project card (listing the name of the project on which you worked) and a relevant tag (listing the type of work done, e.g., staff meeting, client call, drafting, etc.).



- Keep time to the nearest :15- or :30-minute interval. Be as precise as reasonably possible. Provide detailed time entries. Detailed time entries are useful. If you have a phone call or a meeting, make sure to record who it was with and a brief description of what it was about.
- Track all of your time, not just the big ticket items. You can and should timekeep for tasks like reading and sending emails; taking and making phone calls; reviewing records, and documents; and speaking to clients, opposing counsel, and witnesses. These tasks may only take 15 or 20 minutes each, but you'll lose track if you aren't diligent about timekeeping for all your work.
- Enter time daily to ensure you capture all the work you perform. Any lawyer will tell you that this is easier said than done, but if you put it off, especially as a young lawyer, you'll forget about emails you sent, phone calls you took, and other "small ticket" items that add up over a month.
- If you are uncomfortable with timekeeping or feel like it's a burden or have other concerns, please reach out to your supervisor or another person you feel comfortable raising these concerns with. We want to support you in learning from your time.