

# 6 Tips to Overcome Remote Work Time Management at Law Firms



Following the global disruptions of the COVID-19 pandemic, many traditional industries had to adapt to work-from-home, including the legal industry. The rise of remote work is still continuing years later, fueled by advancements in technology and shifting work dynamics.

The legal industry is increasingly embracing the flexibility and convenience of remote work, which is altering the traditional landscape of legal practice and thrusting the crucial role of efficient time management to the forefront.

With this new work paradigm, legal professionals have to juggle tasks, stay organized, track time, and deliver results in nontraditional environments, which requires comprehensive legal time tracking software like Bill4Time. This integrated platform empowers lawyers and legal professionals to maintain client service while managing tasks, [keeping track of billable hours](#), and enhancing collaboration.

## Challenges of Remote Work for Law Firms

Remote work opened up possibilities for law firms, but it also brought some [unique challenges](#) to maintain efficiency and client satisfaction. Communication and collaboration were once handled in the office, but they're now more complex in virtual environments with hindered team cohesion, slow responses, and misinterpretations.

Billable hours are also a challenge with remote work. Tracking hours is more complex with a remote, distributed environment. Traditional methods like manual timekeeping are no longer sufficient and may lead to errors or lost time and revenue.

Remote work has other obstacles, including [task allocation](#), tracking case progress, and managing client interactions. These intricacies can have a negative impact on the quality of legal services and practice efficiency.

## **How Do Law Firms Manage Remote Staff Time?**

Managing remote staff can be difficult in any industry. In the legal industry, time tracking software is a crucial tool to manage lawyer and legal staff's time and maintain operational efficiency. Time tracking software like Bill4Time offers a comprehensive solution that allows law firms to monitor and manage their remote team's work hours and tasks.

Accurate time tracking ensures precise billing with accurate billable hours, improving transparency and credibility with clients. This transparency fosters client trust and minimizes billing disputes, which can be time consuming and expensive. Accuracy also provides insightful productivity analysis to determine how time is allocated across multiple tasks, ensuring you can optimize your resources effectively and streamline your processes.

Finally, time tracking software makes it quick and simple for remote staff to log their work hours, giving managers real-time visibility into task and project progress. This transparency is key for enhancing communication and collaboration among team members and avoiding information silos.

As the legal industry continues to adapt to remote work dynamics, time tracking software stands as a crucial component for law firms to ensure accurate billing, maintain a high level of service for clients, and improve operational efficiency.

# **Current Software Solutions for Remote Time Management**

Legal technology is making waves in the legal industry and providing different software tools to address the complexities of law firms – and specifically, remote legal work. These tools can adapt to your law firm's specific needs, including time tracking and expense tracking.

Though there are many options for legal technology, not all of them will be appropriate for your law firm's needs. Bill4Time is an exceptional solution that provides comprehensive tools for remote time tracking and practice management. The suite of features is designed to streamline various aspects of the legal practice, such as recording billable hours and expenses, automating client billing, and tracking matters.

Bill4Time also integrates with other software tools to ensure consistency across your law firm. For example, you can integrate your document management tools like Google Drive and Dropbox, email, and accounting software like QuickBooks to simplify and sync your tech stack.

## **6 Practical Tips for Effective Remote Time Management for Law Firms**

With remote legal work, efficient time management is key for law firms to maintain productivity, foster client relationships, and deliver quality services. Here are some tips to improve your remote time management and ensure ongoing success with your remote legal team.

### **1. Establish Clear Work Expectations**

Any remote work setup relies on clear expectations and guidelines for success. Your remote team must understand their work hours, availability windows, and preferred methods of communication to keep everyone on the same page and avoid missed messages and confusion.

In addition, with complex projects that require multiple remote team members to work together, it's important to establish clear project deadlines and priorities. If

everyone knows what they're responsible for, you can avoid delays that throw off the timeline of the entire project and create unreasonable workloads for others.

## 2. Implement Structured Time Tracking

As mentioned, [tracking your firm's billable hours](#) and productivity can be more difficult with remote teams. If everyone is tracking manually or submitting using disparate platforms, you could end up with a lot of work bringing it all together for your billing and [reporting](#).

Set standards for your remote staff to ensure they understand how to track time appropriately, keep up with their time logs for billable and non-billable hours, and provide details about their work activities.

This ensures precise client billing, minimizes the risk of disputes, and provides insights into how your staff spends their time. Though most staff take their responsibilities seriously as remote employees, it's important to have accountability built in to reduce issues in the future and avoid client disputes.

## 3. Utilize Collaboration Tools

For all its benefits, collaboration can suffer in remote environments. It's important to have collaboration tools that maintain connections between team members, such as video conferencing platforms, document sharing, and project management tools.

Together, these features and tools can foster seamless collaboration on cases, tasks, and individual assignments, even with a distributed workforce. You could even consider co-working, which brings the team together to collaborate on a project in real time – just in a virtual space.

## 4. Regular Check-Ins and Communication

It's important to avoid isolation with your remote staff. Schedule regular team check-ins with virtual meetings that offer an opportunity to discuss project progress, address any ongoing challenges, and share updates. This activity improves transparency and ensures everyone is informed to avoid delays or errors caused by poor communication. You can use phone calls, text messages, or video chats, depending on what your team prefers.

Keep some of these check-ins more social in nature. Consider a virtual “watercooler” where staff can share work-appropriate life developments and engage in small talk to mimic an in-office environment. If everyone’s location allows, you could host a monthly in-person team meeting and bring everyone into the office.

## **5. Prioritize Work-Life Balance**

One of the biggest complaints of remote lawyers is that they have blurred lines between their professional and personal lives. They’re not so much “working from home” as “living at work,” which inevitably leads to burnout – an already significant concern in the legal industry.

Without strict boundaries, work-life balance can suffer in remote environments. It can be difficult for staff to set clear distinctions between their work and personal time – especially if there’s more to do than time to do it. Encourage your staff to find a healthy balance and prevent burnout that hampers productivity.

For example, your staff could set clear out-of-office hours during which they turn off notifications on their devices and mentally “leave” the office. It’s also important for managers to understand these boundaries and avoid communication outside of the established schedules.

## **6. Continuous Training and Support**

Few workplaces transitioned to remote work without a few hiccups along the way. This is especially true of the largely traditional legal industry and working with unfamiliar legal time management software.

Make sure you choose a software solution with an intuitive interface, such as Bill4Time, and provide thorough training for your staff. You should also offer resources, tutorials, and workshops to help your remote staff use the software features to their fullest and make the most of your investment.

These tips are a great start to ensure that your remote team has what they need to succeed, but it’s important to revisit and improve your processes on a regular basis to ensure that your team stays efficient, connected, and empowered to excel while working from home.

## **Manage a Remote Law Firm with Bill4Time**

Overcoming time management challenges in remote law firms is a big undertaking, but it's critical for ensuring productivity and delivering on your client expectations. Without in-person interactions, navigating the complexities of accurate time tracking and task management can be overwhelming.

A software solution like Bill4Time offers a transformative approach to remote time management. By streamlining your time tracking, billing, invoicing, and project management, Bill4Time enables law firms to tackle remote work challenges, but it's not enough on its own.

To maximize the benefits of legal technology and remote time management, consider these practical tips to manage your remote team, such as establishing expectations, structuring time keeping, using collaboration tools, conducting regular check-ins, and maintaining work-life balance, to enhance remote work efficiency for long-term success.

Ready to empower your remote team with innovative legal software solutions? [Schedule a demo](#) to see Bill4Time in action!