

What Do Lawyers Use to Track Time?



[Legal time tracking software](#) is the go-to method for lawyers tracking billable hours. This time tracking software works with the nuances of law practice, offering features such as multiple timers, mobile-friendliness, simplified invoice creation, and much more.

Time tracking software in 2024 is indispensable, especially for the demanding nature of legal work. If you're an attorney searching for a simpler way to do billing, an [attorney time tracking template](#), or even just ways to work more efficiently, you should be looking into legal time tracking software. Keep reading to learn about this helpful software, how it eases time tracking, and what features make for the best lawyer time tracking app.



How Do Lawyers Track Their Time?

More and more lawyers are using legal time tracking software to track their time. Historically, lawyers also used handwritten logs, spreadsheets, or even sticky notes, but the industry is quickly migrating towards digital as the standard. The [American Bar Association](#) reported that by the end of 2022, the majority of law firms (63%) were already using legal software of some kind — a number that has been steadily climbing since 2019.

Time tracking software provides a more convenient, accurate, and manageable method of accounting for billable hours. The best lawyer time tracking software also offers mobile-friendly interfaces, so attorneys can still track time effectively when they're out of the office.

Regardless of the method a lawyer or firm uses to track time, some best practices are:

- **Enter your time immediately.** The sooner you capture time spent, the less likely you are to under or overestimate the hours. Adhering to this habit is one of the main benefits digital tracking provides: a way to quickly enter billable time into a single source of truth.
- **Optimize your billing descriptions for client understanding.** If clients can clearly see what you are billing for and why, they're more likely to be satisfied with your work. Clients appreciate high attention to detail around billing, as it makes them see you are being intentional with the time they are paying you for.

- **Offer multiple payment options.** The easier it is for you to be paid, the more timely your clients' payments will be — yet another aspect that digital time tracking software helps with. For example, software like Bill4Time supports [multiple secure payment methods](#), making it easy for clients to pay their invoices safely.
- **Regularly review and audit your time entries.** Make it a habit to review your time entries weekly to catch any mistakes or omissions. This helps maintain accuracy and ensures you are billing correctly for all your work. Using software like Bill4Time can simplify this process by providing detailed reports and summaries for easy review.

Looking for more tips on how to track your time? Check out this informational article on [billable hours best practices](#), from automating your billing to optimizing the timing of your invoices.



How Are Billable Hours Tracked With Software?

Several features of law firm software aid the process of time tracking, such as:

- **Timers:** Use multiple timers for each task, allowing simple and accurate tracking. You can also view daily and weekly totals for billable time, giving you a clear picture of your work.
- **Time and Expense Sorting:** This feature lets lawyers search for billed time using filters like entry date, client name, and more. It simplifies finding specific entries and helps with accurate billing.
- **Task Categorization:** Organize different billable tasks for better accounting and client invoicing. This feature helps keep your billing clear and detailed.

Ultimately, time tracking software organizes, streamlines, and consolidates the process of tracking billable hours. It takes less time to enter and is simpler to generate detailed, easy-to-understand invoices for clients. Plus, your clients can pay their invoices through [secure online portals](#) tailored specifically for them.

What App Do Lawyers Use to Track Time?

Lawyers use [time tracking apps](#) specifically designed for capturing billable hours. Mobile friendliness is also critical for time tracking in the practice of law, as many attorneys have demanding schedules requiring them to be on the move constantly. Instead of manually recording hours upon returning to the office, a time tracking app allows you to easily log billable hours, whether in the office or the courtroom.

An app that is convenient, mobile-friendly, and tailored to the practice of law is best for lawyer time entry. Some examples of go-to software include [Bill4Time](#), a software designed for lawyers to ease the process of tracking billable hours.

Bill4Time offers many features to help law practices run more efficiently, from time tracking to invoice creation and even payment portals. Its mobile app makes it easier for attorneys on the go to track their billable time as they move between cases, clients, and various locations.

What Is the App That Tracks Billable Time?

For quality software that tracks billable time in a mobile-friendly interface, [Bill4Time](#) is the right call. With simplified time tracking, at-the-ready invoice templates, and secure payment portals, Bill4Time has everything you need to streamline your billing process.

Not only will your firm run more smoothly, but your clients will appreciate the detailed, thorough invoices Bill4Time helps you generate — a process that takes less time, effort, and stress from you. Best of all, you can do it all on the go, from any device!

If you're a lawyer who's ready to make time tracking a breeze, it's time for Bill4Time. [Try it out for free](#) or [schedule a free demo](#) and see firsthand the difference it makes for your practice.