What Features Should You Look for in a Good Time Tracking Software?

Choosing the right [time tracking software](#) is one of the most important decisions a law firm can make. Since attorney compensation and firm revenue are directly tied to time spent on client work, even small inefficiencies in time capture can result in lost billable hours and reduced profitability.

A good time tracking software should make it easy to record every minute worked, reduce administrative friction, and provide insight into how time is spent across matters. When time tracking is fast, accurate, and reliable, attorneys spend less time managing software and more time serving clients. The following features are essential when evaluating time tracking software for a law firm.

Access Time Tracking Anywhere and Anytime

One of the most important features to look for in a good time tracking software is accessibility. Attorneys rarely work from a single location. Time is recorded in courtrooms, client meetings, remote offices, hospitals, and home offices. Software that only works from a desktop computer increases the likelihood that time entries will be delayed or forgotten altogether.

Effective time tracking software should allow attorneys to enter time from any device, including laptops, tablets, and smartphones. Offline functionality is also critical. When attorneys can track time without an internet connection and sync automatically later, they are far more likely to record time accurately and consistently.

Software that supports both mobile and desktop access ensures that time tracking fits naturally into an attorney's workflow rather than interrupting it.

Support for Multiple Timers and Task Switching

Attorneys frequently work on multiple matters throughout the day. Interruptions are common, and switching between tasks is unavoidable. A good time tracking software should account for this reality by allowing users to run multiple timers.

The ability to start, pause, and switch between timers helps attorneys track time accurately across different clients and matters. Ideally, the software should automatically pause one timer when another is started. This reduces the risk of overlapping time entries and accidental overbilling.

When evaluating time tracking software, firms should look for timer functionality that supports real world legal work, not just linear task completion.

Robust Reporting and Insights

Another essential feature of good time tracking software is reporting. Capturing time is only the first step. Law firms also need to analyze how that time is being used.

Strong reporting tools allow firms to review hours worked and billed on a daily, weekly, or monthly basis. These insights help firm leaders identify trends, evaluate productivity, and make informed decisions about staffing, pricing, and workloads.

Reporting features should make it easy to see whether matters are staying within budget and whether time is being recorded consistently. Alerts or notifications when time thresholds are reached can help prevent budget overruns and allow for proactive adjustments.

Built-In Project and Matter Management Tools

Time tracking software is most effective when it works hand in hand with matter management. Legal work often involves multiple phases, tasks, and

team members. Software that supports legal project management makes it easier to plan, monitor, and control how time is spent on each matter.

Good time tracking software should allow firms to break matters into tasks, assign timekeepers, set time budgets, and track progress. This level of organization helps firms manage expectations, improve efficiency, and protect profitability.

When time tracking is connected to project planning, firms gain better visibility into both current work and future resource needs.

Seamless Transition from Time Tracking to Invoicing

One feature that is often overlooked when choosing time tracking software is how well it integrates with [billing and invoicing](). Time tracking and invoicing should not exist as separate systems. When they do, firms lose time manually reviewing entries, correcting errors, and assembling invoices.

A good time tracking software should make it easy to turn recorded time into accurate invoices. Features such as customizable invoice templates, scheduled billing, electronic invoicing, and approval workflows help firms bill efficiently and consistently.

When time tracking flows directly into invoicing, firms reduce administrative overhead and get paid faster.

Making the Right Choice in Time Tracking Software

When asking what features to look for in a good time tracking software, law firms should focus on usability, flexibility, accuracy, and integration. The right solution supports attorneys wherever they work, adapts to frequent task switching, provides meaningful reporting, and connects seamlessly to billing.

TimeSolv time tracking software is designed with these features in mind, helping law firms capture every billable minute while simplifying daily

workflows. [With the right tools in place, firms can improve accuracy, increase billable hours, and ensure that no valuable time is lost.](#)

About Erika Winston:

Erika Winston is a freelance writer with a passion for law. Through her business, Personal Touch Edits, she helps legal professionals deliver effective written messages. Erika is a regular contributor to [TimeSolv](#) and a variety of other publications.