

Time Tracking Software Evaluation Log

Track billable hours, productivity needs, and software fit.

Weekly time audit

Day	Client / project	Billable hrs	Admin hrs	Lost time reason
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Software fit checklist

<input type="checkbox"/> Timer app	<input type="checkbox"/> Manual entries	<input type="checkbox"/> Invoice export
<input type="checkbox"/> Team approvals	<input type="checkbox"/> Project reports	<input type="checkbox"/> Mobile tracking

Monthly improvement target

Current weekly lost hours		Target reduction	
Main bottleneck		Action owner	