



SALES AND FINANCE

Time tracking habit builder

A lightweight plan for creating a consistent time-tracking rhythm that produces useful project and billing information.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

Hours are being reconstructed at the end of the week or month.

WORK THROUGH THE CHECKLIST

☐ 01 **Choose a daily capture moment**

☐ 02 **Define project labels**

☐ 03 **Make non-billable work visible**

☐ 04 **Review missing time**

☐ 05 **Connect hours to invoices**

☐ 06 **Use trends to adjust estimates**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.