

Stop the Reconstruction Cycle



How to Master the Contemporaneous Timekeeping Habit

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What We'll Cover Today



The Cost of Reconstruction

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At **\$350/hour** — that's nearly **\$1M** for a 10-person team



The Reconstruction Problem

The Reconstructing Timekeeping Model

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Where attorneys put off entering their time until later — then have to reconstruct from memory, calendars, emails, phone logs, and browsing history.

The Costs:



You forget tasks entirely — especially billing bookends



You can't accurately remember how long things took



You end up guessing, not estimating



You have to “relitigate your day” — revisiting stressful moments



Worse narrative quality and lower diary compliance scores



Can't capture time spent on billing itself

Why Smart Attorneys Still Procrastinate Billing

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"I'll just finish this one thing first"



"I shouldn't have to do it"



"I'll just do it later – I always do"



"I don't want to interrupt my focus"



"I'll do it all at the end of the day"



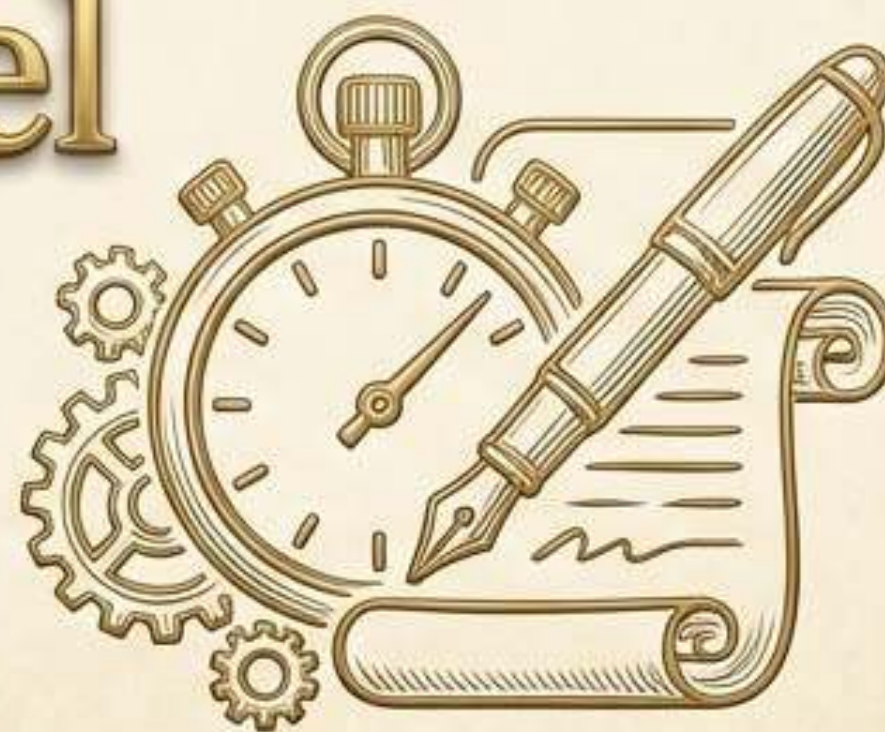
"The billing system takes too long to open"



I always forget to bill because I'm too busy with my to-do list

2

The Contemporaneous Model



The Contemporaneous Timekeeping Model

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Recording your time entries before, during, or immediately after performing a legal task — capturing time in real-time when the details are fresh in your mind.



Three Barriers to Contemporaneous Billing

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**OVER-
PRIORITIZING
LEGAL WORK**



**PRIORITIZING
OTHERS'
NEEDS**



**PERFECTIONISM
ABOUT
TOMORROW**

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3

Mental Frameworks for Effortless Billing



Strategy #1: “The Best Way Out Is Through”

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1



Break Through Resistance

Bill before, during, or after each task — don't wait for the “right time”

2



Get the Dopamine Hit

Each completed entry gives you a “Done! Time captured!” reward

3



Build Momentum

After 3-6 entries in a row, it becomes EASIER to keep going

4



Leverage the Force

Momentum is powerful — once rolling, billing feels almost automatic

Strategy #2: “Cringe It, Count It, Complete It, Forget It”

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1



Cringe & Count It

Feel the momentary discomfort and count the time anyway

2



Complete It

Create a complete, releasable narrative you never have to touch again

3



Forget It

Move on without mental baggage — it's done and documented

4



The Choice

Small discomfort now
OR bigger discomfort
later during
reconstruction

Strategy #3: The One-Touch Rule

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Avoid the “Filler Fallacy” — no placeholders!

The Filler Fallacy is writing placeholder entries like “Research” or “Emails” thinking you’ll save time — but you actually create double work.



4-Question Test for Complete Entries:



1 ACTION Verbs?

Does it include ACTION verbs?



2 Specify the TASK?

Does it specify the TASK?



3 Explain the VALUE?

Does it explain the VALUE?



4 Describe the RESULT?

Does it describe the wanted result?



If YES to all four → You’re done. Move on to your next task.

4

Managing Interruptions



Strategies for Managing Interruptions

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1



The 90-Second Rule

Bill within 90 seconds of completing any task. Set this as your non-negotiable window. It takes just 60-90 seconds to create a complete entry.

2



The Anchoring Advantage

Draft your narrative BEFORE starting work. This creates clear intention and a psychological commitment to billing. Update as needed when done.

3



Habit Stacking

Attach billing to existing habits. Create "if-then" plans: If I hang up the phone, then I enter my time. If I close a document, then I bill.

Three Approaches to Contemporaneous Billing

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1



The BEFORE Approach

Create your entry BEFORE beginning work. Perfect for planned calls, meetings, and focused research. Sets clear intention and enhances work quality.

2



The DURING Approach

Create your entry while performing the work. Best for document drafting, email communication, and multi-step tasks. Captures real-time details.

3



The AFTER Approach

Create your entry immediately after completing work. Great for emails, calls, unscheduled meetings. Follow the 90-second rule.

Task-Switching Without Losing Time

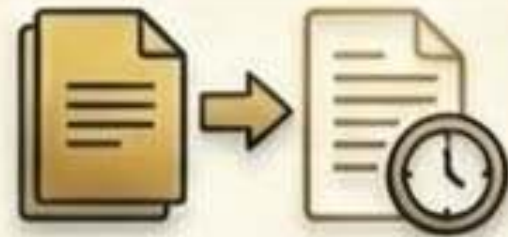
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Attorneys handle an average of 80-100 primary tasks per day.



The Billing Pause

Use a 1-2 minute pause between tasks to enter time. Open entry → Input narrative → Enter time → Release and move on.



Transition Rituals

Create natural break points: Close document → Bill → Open next task. This integrates billing into your workflow rather than treating it as a separate activity.



The Banking Strategy

Hit your 6-7 hour target, then keep momentum for one more hour. Build 50-60+ banked hours over months for sick days, vacation, and slow periods.

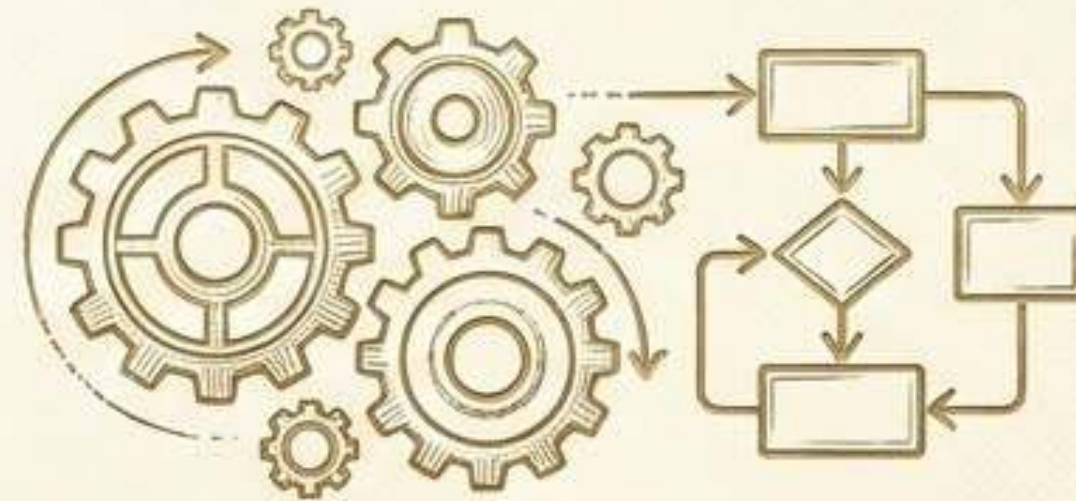


Calendar Reminders

Set strategic billing reminders at 10am, 1pm, and 4pm. Not to reconstruct — to check that you've been billing as you go.

5

Implementation & Your Systems



Your Immediate Action Plan

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1. Today:
Pick Your
Default



2. This Week:
The 90-Second
Challenge



3. Next 5 Days:
Track Your
Wins



4. Ongoing:
Stack the
Habit

Key Takeaways

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1 Reconstruction Costs

Reconstruction costs you 5+ hours/week in forgotten time — that's real money.



2 Time Efficiency

Contemporaneous billing takes LESS total time than reconstruction.



3 Three Strategies

Best Way Out Is Through, Cringe & Complete It, One-Touch Rule



4 The 90-Second Rule

90 seconds is all it takes — bill before, during, or immediately after each task



5 Mindset Shift

Your brain can learn to see billing as simple and automatic — it starts today.



Your Resources



The Billing Code

Comprehensive mindset system for transforming billing habits into effortless contemporaneous timekeeping



Bridge Thoughts & Opening Phrases

Worksheet with examples of the 4 most common billing excuses and how to bridge out of them



Preparing for Every Billing Excuse

Worksheet to help you coach yourself through any excuse not to bill

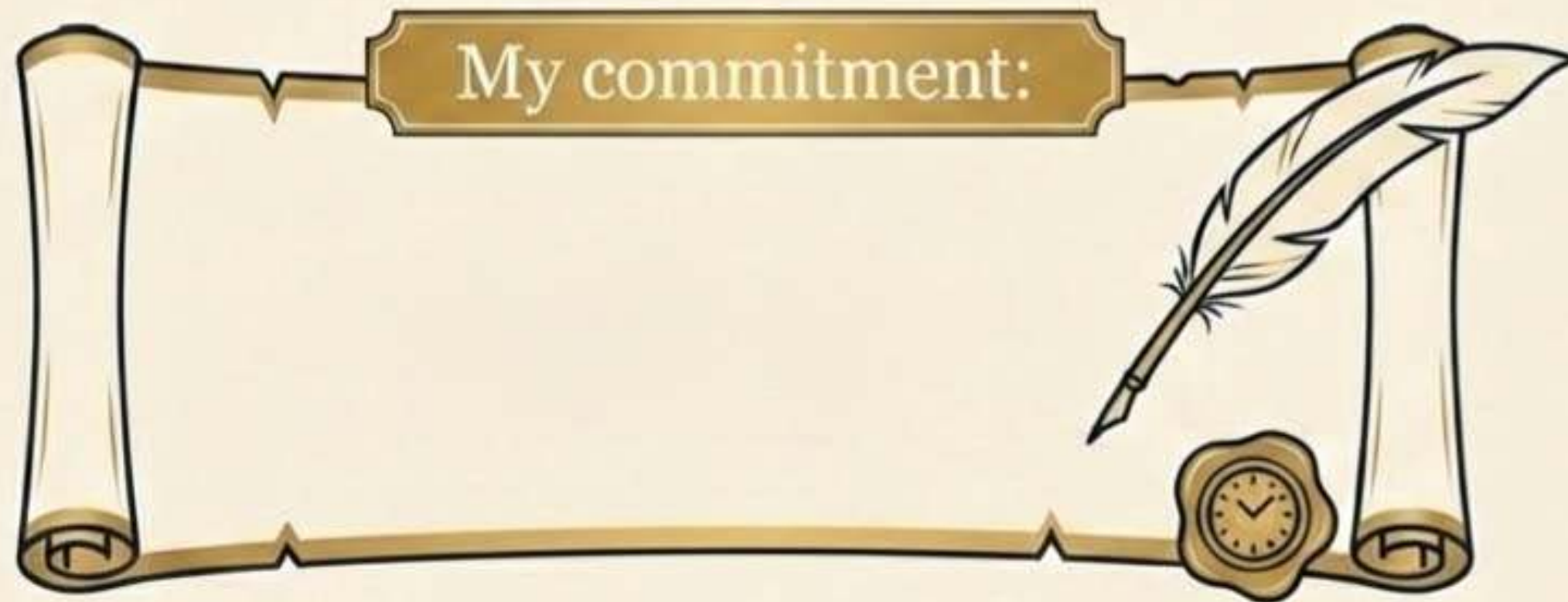


The Contemporaneous Commitment

Finding Your Why — a guide to identify personal motivations for contemporaneous timekeeping

Your Commitment

What ONE billing habit will you change starting today?



Nothing changes if nothing changes.

Questions?

Let's discuss what's on your mind



Thank You!

Now go bill your time — as it happens.



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