

BILL YOUR TIME TODAY | THE BILLING COACH

Bill Your Time Today

The Contemporaneous Commitment:

Finding Your Why

The Workbook

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THE CONTEMPORANEOUS COMMITMENT: FINDING YOUR WHY

Introduction

This workbook is designed to guide you through a transformational journey toward consistent, contemporaneous timekeeping. By connecting your daily billing practices to your deepest personal and professional motivations—your “why”—what once felt like an administrative burden becomes a purposeful habit that serves your wellbeing and legal career advancement.

The path from reconstructing time at the end of the day, week, or month to billing as you go begins with understanding your internal motivations. This workbook will help you uncover, articulate, and reinforce those motivations so you have powerful anchors to return to whenever old habits tempt you to delay.

How to Use This Workbook:

- This workbook requires about 1.5 hours of focused attention, split into two sessions.
- Set aside 45 min.–1 hour to work through the discovery exercises where you’ll identify what’s really at stake and uncover your personal and professional ‘whys.’
- Then block out another 30–45 min. to create your implementation plan with specific strategies for different scenarios.
- After that initial investment, you’ll only need 5–10 min. at the end of each day for your 3-step self-evaluation.
- Be honest with yourself — this is a judgment-free zone.
- Return to previous exercises whenever you need reinforcement.
- If you are having brain fog filling out this workbook - i’ve got you! [Click here for a filled out version to get you started](#)

PART 1: UNDERSTANDING WHAT'S AT STAKE

Before we build your motivational framework, let's gain clarity on what's at stake through two important exercises: examining your current reality and understanding the fundamental differences between reconstructing and contemporaneous timekeeping models.

■ Exercise 1: RTM vs. CTM — Costs/Benefits Analysis

Instructions: Review the costs and benefits below. Check the items that resonate most strongly with your experience, and add any personal examples in the spaces provided.

Costs of Reconstructionist Timekeeping (RTM):

- ☐ **Time loss (forgetting billable activities)** *Personal example:*

- ☐ **Inaccurate entries** *Personal example:*

- ☐ **Higher risk of ethical violations** *Personal example:*

- ☐ **Increased stress as deadlines approach** *Personal example:*

- ☐ **Negative associations with billing** *Personal example:*

- ☐ **Greater mental effort required to recall details** *Personal example:*

- ☐ **Less specific billing narratives** *Personal example:*

- ☐ **More time taken overall** *Personal example:*

Benefits of Contemporaneous Timekeeping (CTM):

- **More accurate time capture** *How this would benefit me:*

- **Better billing narratives with specific details** *How this would benefit me:*

- **Reduces overall time spent on billing** *How this would benefit me:*

- **Eliminates end-of-day/month billing stress** *How this would benefit me:*

- **Creates useful pauses between tasks** *How this would benefit me:*

- **Improves client trust through detailed, accurate billing** *How this would benefit me:*

- **Builds a positive relationship with billing over time** *How this would benefit me:*

- **Maintains ethical standards more easily** *How this would benefit me:*

■ Exercise 2: The Reality Check

Instructions: Reflect candidly and with curiosity (no judgment) on your current billing practices and their consequences. Write your answers in the spaces provided.

1. How many unbilled hours are you typically carrying at any given time?

Your answer:

2. How many days/weeks do these hours typically represent?

Your answer:

3. On a scale of 1–10, rate the mental burden of carrying these unbilled hours:

Your answer:

4. How long does it typically take you to reconstruct what you did on a matter when billing days or weeks later?

Your answer:

5. What percentage of your time do you think goes uncaptured when you delay billing?

Your answer:

6. How often do you experience billing anxiety (feeling of dread, procrastination, stress about catching up)?

Your answer:

7. How has delayed billing affected:

- Your weekends?

- Your sleep?

- Your confidence in client meetings?

- Your interactions with partners?

- Your ability to be present with family/friends?

8. Calculate the financial impact of delayed billing:

- Estimated hours lost per month due to memory gaps: _____
- Your hourly rate: \$_____
- Monthly revenue potentially lost: \$_____
- Annual revenue potentially lost: \$_____

■ Exercise 2 (continued): Imagining the Alternative

Instructions: Now, envision a practice where you bill contemporaneously. How would your professional and personal experiences differ from what you described above?

1. How would your typical workday feel different if all your time was captured as you went?

Your answer:

2. What would you do with the mental energy currently spent on billing anxiety?

Your answer:

3. How might your interactions with clients change if you could instantly recall the details of your most recent work?

Your answer:

4. What would your weekends look like without billing backlogs?

Your answer:

5. How might your sleep improve?

Your answer:

6. What opportunities might you notice or pursue if your mind wasn't occupied with unbilled time?

Your answer:

PART 2: DISCOVERING YOUR PROFESSIONAL “WHYS”

■ Exercise 3: Professional Value Assessment

Instructions: For each professional domain below, consider how contemporaneous billing would benefit you. Rate the importance of each area to your career (1-10), then elaborate on why it matters to you specifically.

| Career Advancement

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

| Client Relationships

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

| Partner Impressions

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

| Workflow Management

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

Financial Performance

- Importance (1-10): _____
 - How contemporaneous billing supports this:
-

- Why this matters to me:
-

Professional Reputation

- Importance (1-10): _____
 - How contemporaneous billing supports this:
-

- Why this matters to me:
-

Professional Autonomy

- Importance (1-10): _____
 - How contemporaneous billing supports this:
-

- Why this matters to me:
-

■ Exercise 4: Professional “Why” Statements

Instructions: Based on your responses above, draft 3–5 powerful “why” statements that capture your professional motivations for contemporaneous billing. Use the format: “I want to bill contemporaneously because...” and make them as specific and personally meaningful as possible.

1. *“I want to bill contemporaneously because*

2. *“I want to bill contemporaneously because*

3. *“I want to bill contemporaneously because*

4. *“I want to bill contemporaneously because*

5. *“I want to bill contemporaneously because*

PART 3: UNCOVERING YOUR PERSONAL “WHYS”

■ Exercise 5: Wellbeing Impact Assessment

Instructions: For each personal wellbeing domain below, consider how contemporaneous billing would benefit you. Rate the importance of each area to your quality of life (1-10), then elaborate on why it matters to you specifically.

Mental Clarity

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

Anxiety Management

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

Sleep Quality

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

Present-Moment Awareness

- Importance (1-10): _____
- How contemporaneous billing supports this:

-
- Why this matters to me:
-

Relationship Quality

- Importance (1-10): _____
 - How contemporaneous billing supports this:
-

- Why this matters to me:
-

Energy Management

- Importance (1-10): _____
 - How contemporaneous billing supports this:
-

- Why this matters to me:
-

Weekend / Personal Time

- Importance (1-10): _____
 - How contemporaneous billing supports this:
-

- Why this matters to me:
-

■ Exercise 6: Personal “Why” Statements

Instructions: Based on your responses above, draft 3–5 powerful “why” statements that capture your personal wellbeing motivations for contemporaneous billing. Use the format: “I want to bill contemporaneously because...” and make them as specific and emotionally resonant as possible.

1. *“I want to bill contemporaneously because*

2. *“I want to bill contemporaneously because*

3. *“I want to bill contemporaneously because*

4. *“I want to bill contemporaneously because*

5. *“I want to bill contemporaneously because*

PART 4: CRAFTING YOUR INTERNAL MOTIVATION ANCHORS

■ Exercise 7: Selecting Your Empowered “Whys”

Instructions: Review all the “why” statements you’ve created. Choose the 3 most personally compelling statements—the ones that create the strongest emotional response when you read them. These will become your primary motivation anchors.

My 3 Power “Why” Statements:

1.

2.

3.

■ Exercise 8: Visualizing Success

Instructions: For each of your empowered “why” statements, create a detailed mental image of what success looks like. Describe that image in vivid detail below.

Empowered “Why” #1 Visualization:

Empowered “Why” #2 Visualization:

Empowered “Why” #3 Visualization:

■ Exercise 9: Creating Reminders

Instructions: *Develop practical ways to keep your “whys” visible and top-of-mind. Check the approaches that resonate with you and add details:*

- ☐ Desktop/phone wallpaper with key phrases from your “whys”

Details:

- ☐ Calendar reminders with your “why” statements

Details:

- ☐ Post-it notes on your monitor

Details:

- ☐ Phone alarm labels featuring your “whys”

Details:

- ☐ Email signature that reminds you of your commitment

Details:

- ☐ Morning review ritual of your “why” statements

Details:

- ☐ Partnership with a colleague for mutual accountability

Details:

- ☐ Other reminder strategies:

Details:

PART 5: PRACTICING YOUR “WHYS”

■ Exercise 10: Creating Your “Why” Script

Instructions: Develop a short (30–60 second) script that you can mentally rehearse when you feel resistance to contemporaneous billing. This script should incorporate your power “whys” and address common billing-related excuses.

My “Why” Script:

■ Exercise 11: Practice Scenarios

Instructions: For each scenario below, write how you’ll respond using your “why” statements as motivation:

Scenario 1: It’s 4:30 PM, you have a deadline approaching, and you’re tempted to “bill later” for today’s work.

My Response:

Scenario 2: You’ve just finished a quick 12-minute client call that interrupted other work.

My Response:

Scenario 3: You’ve worked across multiple matters today and feel it’s too complex to sort out right now.

My Response:

Scenario 4: You get an “urgent” client or partner email but you haven’t billed for the last task.

My Response:

Scenario 5: You’re having a particularly busy day with back-to-back meetings.

My Response:

PART 6: 3-STEP SELF-EVALUATION PRACTICE

Instructions: Use this section to track your daily progress with contemporaneous billing for the next 21 days (typically the amount of time to develop a new habit) using the 3-step self-evaluation method. Each day, reflect on what worked, what didn't work, and what you can do differently going forward.

Day 1

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 2

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 3

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 4

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 5

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 6

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 7

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 8

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 9

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 10

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 11

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 13

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 14

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 15

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 16

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 17

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 18

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 19

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 20

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

Day 21

Time entries completed contemporaneously: _____ out of _____

What worked today (at least 3 things):

What didn't work today:

What I'll do differently tomorrow:

CONCLUSION: YOUR CONTEMPORANEOUS TIMEKEEPING MANIFESTO

Instructions: After completing 30 days of practice, create a personal manifesto that captures what you’ve learned about yourself, your “whys,” and your commitment to contemporaneous timekeeping going forward.

My Contemporaneous Timekeeping Manifesto:

TAKEAWAYS

Instructions: Use this section to summarize your key insights and commitments.

Write your key takeaways from this workbook:

What billing wins can you celebrate that are different now than when you started working on your billing habits?