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# Boosting Productivity in Your Consulting Firm

Learn how to leverage the power of time tracking  
to help your firm thrive.



# Introduction

Imagine trying to bake a cake without having any idea how long it should stay in the oven. You might end up with a burnt, inedible mess or an undercooked, gooey disaster. Just like baking that perfect cake, running a successful consulting firm requires precise time management — and knowing when to put your resources into one project and when to switch gears and focus on another.

The secret ingredient to avoiding those metaphorical kitchen catastrophes? Time tracking. It's about more than just monitoring hours worked; it's about understanding where you're investing your most valuable asset— time— and ensuring that every moment counts towards achieving your goals.



## In this e-book you'll learn:

- The benefits of time tracking for consulting firm
- How to choose the right tool
- Tips for establishing time tracking policies
- Tips for maintaining momentum

# 5 benefits of time tracking in consulting

Implementing time tracking for business consulting firms offers several advantages — many of which aren't readily apparent. Let's take a look.

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## Project management magic

Accurate time data transforms project managers into timeline wizards, resource allocation gurus, and task-prioritizing ninjas. The result? Projects that stay on schedule and within budget, and clients grinning from ear to ear.

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## Resource sharing superpowers

Time tracking also unlocks the secrets to resource allocation mastery. With X-ray vision into your consultants' time usage, you'll easily spot which tasks gobble up time and which resources are just itching to leap into action. Time tracking to the rescue!

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## Billing and accounting bliss

Time tracking ensures every billable hour gets its time in the spotlight, keeping cash flow smooth and clients happy. Plus, you can identify where to trim those sneaky non-billable hours for a productivity boost.

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## Work-life balance wonder

Consultants can use their time tracking powers to spot overwork, swoop in, and restore harmony between work and play. The result? Happier consultants, less burnout, and a stronger team.

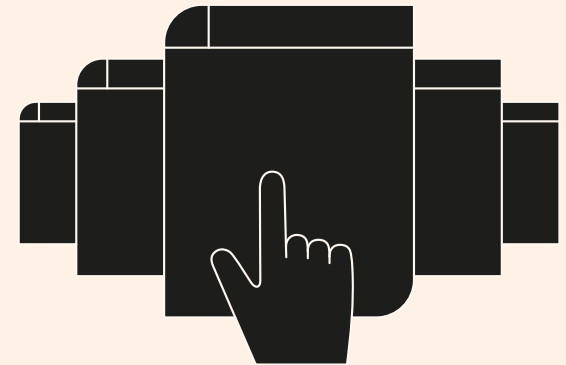
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## Performance evaluation perfection

Finally, time tracking makes performance evaluations a breeze. Objective time data turns managers into fair and insightful evaluators, pinpointing top performers and growth opportunities with ease.

# Choosing the right time tracking tool

Selecting the right time tracking tool is essential for success. When evaluating potential tools, consider the following factors:



## Ease of use

Choose a tool that is easy for your consultants to use and requires minimal training. A simple, intuitive interface will encourage adoption and ensure accurate time tracking.

## Integration with other tools

Your time tracking tool should integrate seamlessly with your existing project management, invoicing, and communication tools. This will streamline workflows and minimize the need for manual data entry.

## Customization options

Different consulting firms have unique needs and requirements. Opt for a time tracking tool that offers customization options, such as creating custom task categories, setting billable rates, and customizing time tracking reports.

## Reporting capabilities

A powerful reporting feature is crucial for analyzing time tracking data and gaining valuable insights. Ensure that your chosen tool offers a wide range of reporting options, such as project progress, resource allocation, and profitability analysis.

## Pricing

Consider the cost of the time tracking tool and its return on investment. While a more expensive tool may offer advanced features, it is essential to evaluate whether your firm will benefit from these additional capabilities.

## Automated notifications

This could include sending emails and pushing messages through mobile applications to team members whenever they need to take action. These notifications make it easier for everyone involved in the project. As a result, tasks don't get forgotten or overlooked.

## Data security and privacy

Many clients and customers have strict security requirements when it comes to their data. With some of their information mixed in with yours, it's important to ensure that their data remains safe.

## Streamlined payroll, invoices, and billing

The last thing you want to do is manually calculate billable and non-billable hours. An automated time tracking tool provides an accurate record of billable hours that can be used to simplify the payment process for both your firm and its customers.

# Establishing time tracking policies

Once you've locked in on the best time tracking solution for your firm, it's critical to establish clear policies and guidelines. Let's walk through how to do just that.

1

## Operationalize the benefits

Begin by communicating the importance of time tracking to your consultants, highlighting the benefits it brings to the firm and individual employees. Make it clear that time tracking is not a means of micromanagement but a tool for optimizing workflows and enhancing productivity.

2

## Create standard operating procedures (SOPs)

Next, establish guidelines/SOPs for categorizing time and tasks. This may include creating task categories, such as client meetings, research, or project management, and setting billable rates for each category. Encourage consultants to break their tasks into smaller, more manageable units, making it easier to track time accurately.

3

## Provide training and onboarding

Start by providing resources and support for your consultants, such as training manuals, video tutorials, and one-on-one sessions. This will help them become familiar with the time tracking tool and its features.

4

## Check in daily for the first two weeks

Encourage your consultants to track their time daily, ensuring that all activities are accounted for. Provide training and resources to help them accurately categorize and allocate their time, and pay special attention over the first two weeks until the habit is formed!

5

## Discuss the importance of privacy

Finally, address any privacy concerns your consultants may have. Reiterate that time tracking is not meant to invade their privacy but to improve overall productivity and project management. Establish clear policies on the use of time tracking data, ensuring that it is used ethically and responsibly.

# Tips to maintain time tracking momentum



- ✓ Regularly reinforce the importance of time tracking, highlighting the benefits it brings to the firm and individual consultants.
- ✓ Celebrate successes and improvements achieved through effective time management, fostering a culture of continuous improvement.
- ✓ Streamline your workflows by integrating time tracking data into your project management tools.
- ✓ Provide ongoing support and resources to your consultants, ensuring they have the tools and knowledge to succeed with time tracking.
- ✓ Address any challenges or barriers your team may face, offering solutions and support.

# Harvest is the key to a thriving consulting firm

Our trusted time tracking solution gives you the tools you need to support your team, gain insights from past projects, and get paid for your work — all in one place.



Make time tracking easy for your team with project management integrations like Asana, Trello, and Basecamp.



Get clear visual reports that give you actionable insights to inform key decisions.



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The screenshot displays the Harvest Timesheet interface. At the top, there's a navigation bar with tabs: Time, Expenses, Projects, Team, Reports, Invoices, and Manage. Below this, a sub-navigation bar shows 'Timesheet' as the active tab, with other options like 'Pending approval', 'Unsubmitted', and 'Archive'. The main header indicates the current date: 'Today: Thursday, 10 Mar'. A table shows the weekly time log with columns for Mon, Tue, Wed, and Thu. The 'Thu' column is highlighted, showing a time entry of 5:08. Below the table, there's a list of time entries for the selected day. Each entry includes a project name and a description. The entries are: 'New Company Website (Farringdon Inc) Meetings', 'Product Launch (Rotherhithe Design) Project Management', 'Mobile App (Spitalfields Communications) Design', 'Mobile App (Spitalfields Communications) Project Management', and 'Summer Marketing Campaign (Spitalfields Communications) Meetings'. A green '+' icon is visible on the left side of the table, indicating a 'New entry' button.



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