# 1 time

## What to Consider when Evaluating Time Tracking Software

**Why have you decided to start time tracking?**

I want to track billable and non-billable hours.
Tracking billable hours is so important for both you internally and for your client. Non billable hours are going to be an overhead cost on your company. By tracking these you can ensure they are kept to a minimal and lessen the risk of loosing money.

**OR**

For project management purposes
Like above, if you have a budget assigned to a particular project you need to make sure you work out how many hours you can dedicate to the activities. If these hours are exceeded you may start to cut into your revenue.

**How flexible do you need your time tracking software to be?**

Top level time to be tracked
This works for companies that may only have a few clients with only one project each.

**OR**

I want it to cover complex projects
When you have multiple clients, with multiple projects, you need software that will be able to accommodate different sub-projects and tasks under one 'master' project.

**How do I want my time collected?**

Entered manually into the system

**OR**

Have a start/stop timer facility available

**How do I want to ensure my team enter their timesheets?**

I want a system that will remind my employees to do their timesheets—I don't have the time to chase them personally for this. I would like to be notified however, if my employees haven't logged their time over a period of days, I need to be notified of this.

**OR**

I want to be able to check who has and has not entered their timesheets and chase them personally for this.

**Once the timesheets are entered, what do you want to be able to do with the data?**

It is enough that they are just entered, I might just review them from time to time.

**OR**

I need these time sheets to sync with reports. I want to be able to see, at any moment, how many hours have been used on a project , how many of these hours are billable and what hours I have left to complete the project and ensure I have a happy client.

## For a FREE TRIAL on 1Time Tracking Software follow this link:
### http://1timetracking.com/pricing/