

Track billable time without the timer guilt trip

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Manual timers get abandoned; then invoices are guesses.

Suggested stack

Toggl/Harvest + calendar reality check. Primary tools: Toggl, Harvest, Notion.

Do this

1. Create projects per client in Toggl or Harvest.
2. Log time in 25â50 minute blocks, not per keystroke.
3. Evening: match calendar meetings to entries in 5 minutes.
4. Weekly report â invoice line items automatically where possible.

Operator tip

If you hate timers, estimate from calendar and adjust â still better than fiction.

Free PDF

This file is free to keep and share with attribution to Rule The Internet. Re-read official tool docs before you automate money or customer data.