



Effortless time and resource management for large teams

Can you manage what you don't measure?
Improve your workflow and reduce overhead costs with time tracking.

Read on to find out...

Page 4-6 How time tracking can support the needs of C-suite, HR, or IT leaders

Everyone has different needs and requirements. That's why we've laid out exactly how time tracking will help each key decision-maker in your organization.

Page 7 How to talk about time tracking with your team

Yes, it's possible to introduce time tracking in your workplace without becoming Big Brother. Learn how to start using a time tracking tool the right way.

Page 8 How to install DeskTime and onboard employees

We know it's tough to introduce a new tool for the whole team. Fear not—setting up our time tracking app is easy, and we have resources to guide you through every step.

Page 9 How to get personalized guidance on all things DeskTime

Need help with something? Want to get a custom quote for your business? Easy; just get in touch with our DeskTime experts.

Are all time tracking apps the same?

Actually, no. When researching time tracking apps, you'll have to choose between manual and automatic tracking. Here's the difference.



Manual time tracking

With manual time tracking apps, employees record their own work hours—logging in and out, productivity data, meeting times, etc. Manual trackers are typically more affordable and easier to operate, making them a popular choice for smaller businesses.

However, since this method depends on employee input, it's highly susceptible to human error. Plus, asking employees to manually input data can burden them with an extra task that adds little value to their work. **This can be demotivating and distract them, particularly in larger organizations.**



Automatic time tracking

Automatic time tracking, on the other hand, offers much greater accuracy. Employees don't need to worry about logging their hours—their automatic time tracking app starts tracking as soon as they start their computers and quits when they turn them off.

This approach not only saves time but also helps employees stay focused. You'll gain clearer insights into their work habits without burdening them with the tasks that typically accompany manual time tracking methods.





Answers for every demand

Whatever your role, time tracking has
something **for everyone**



Are you C-suite?

Here's how you'll be able to scale operations with DeskTime.

Reduce overhead costs

As the old saying goes, **you can't manage what you don't measure**. If you want to make smart and informed decisions about the company's future, you must know how your team spends their most valuable resource—time.

Time tracking provides insights into employees' working habits, allowing you access to comprehensive data about productivity in your organization. When used effectively, this data helps streamline company processes, allowing you to **cut unnecessary time-wasting tasks, and optimize staffing levels**, preventing overstaffing and reducing costly overtime.

It can also be useful when evaluating the resources allocated to maintaining your physical office space and managing vendors and contractors. Many time tracking apps offer features that enable you to analyze office attendance and resource usage, providing valuable insights into how effectively these resources are utilized.

Strengthen accountability

In our experience at DeskTime, clients frequently tell us that they rarely focus on individual employee data when using time tracking apps day-to-day. If used right, **time tracking isn't a spying mechanism; rather, it's a self-accountability tool** that lets employees know how much they've worked and when they're done for the day.

In fact, a 2022 study found that **61% of employees** are comfortable with their work hours being monitored, provided they have access to the data and can ensure its accuracy. That's why it's important to choose a time tracking app that values transparency, collaboration, and self-accountability at work.

Set realistic benchmarks

Has your company struggled with meeting deadlines for large, complex projects that involve several teams? In these cases, what's often at fault is magical thinking—the idea that, despite operational limits and previous experience, a project can be finished much faster than it can in reality.

If you feel like your organization has had problems with realistic long-term planning, time tracking can be a great help. Why? Because **time tracking allows you to reflect on past projects without rose-colored glasses**. It's real data about how much time and resources each project took with the capacity your organization has available.

Once you integrate time tracking into your organization, it'll become much easier to predict and plan for the future—you won't have to guess how much time your projects will take; you'll just know.

Here's an example...

You run a company providing IT services for clients across the world. In your company, there's a number of remote workers who work overseas, from a different country. One of these is Pablo, a talented developer whose work quality has been completely satisfactory over the last year.

However, you begin receiving complaints from other team members that the quality of Pablo's work is declining. He's starting to miss deadlines occasionally and doesn't communicate about them, leaving his team in a tough spot, trying to pick up the work he missed.

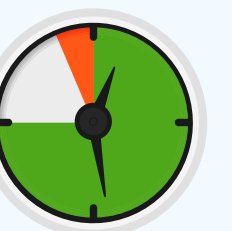
When he starts taking less shifts, you get a feeling that he might be working another job during work hours.

What do you do?

Solution:

With time tracking, cases like this are a piece of cake. Before you go into meetings and negotiations to discuss the employees' work performance, you can actually arm yourself with real data. What does the employee do all day? If they have the same tab open for five hours and the task hasn't progressed at all, it's pretty safe to assume there's something seriously wrong.

We've also encountered situations where an employee was using their work laptop to do work for another job during their work hours. Without a time tracking app, you'd be completely in the dark about situations like this. But with time tracking, you're always in the know.





Are you an HR manager?

Let's look at how time tracking can help you manage your office.

Streamline conflict resolution

Let's be honest. **It's hard to resolve conflicts if you don't know what's happening in your office.** When two colleagues run into an issue, especially if it turns into a prolonged dispute, it's easy to lose track of the facts. But when you're entering conflict resolution, HR can't rely on the he said, she said principle—you need to know what really happened to make sure mediation goes smoothly and isn't a waste of time.

Time tracking can be incredibly useful for gathering **insights when preparing to address a conflict** between two employees. For example, when you have an underperforming employee, time tracking can help you understand if they're genuinely struggling or just slacking off. Or, if you suspect an employee has misused company data, you can review and monitor their work activity to determine if your concerns are justified.

Improve office culture

Time tracking often gets a bad rap, but in reality, it can significantly improve the office culture—if you use it right. A tracking app can help cultivate a culture that emphasizes work-life balance, respects employees' time, and grants them greater autonomy over their daily routines. Here's how:

- **Workload management:** track which teams or employees regularly rack up the most overtime and take measures to prevent overworking or burnout.
- **Empower employee autonomy:** Time tracking opens the door for a more flexible work environment, including remote work possibilities, flexible work schedules, and more.
- **Reduce micromanagement:** your employees won't waste time manually filling in timesheets or answering questions about their productivity at work.

Offer employee-friendly policies

Nowadays, it's getting increasingly tough for organizations to compete on the workforce market. It's not just about salary anymore—employees are looking for more than that. Your company will need a competitive benefits package and a flexible approach to the work environment if you hope to attract top talent.

Time tracking is an easy, low-cost way to introduce employee-friendly policies to your office. For example, time tracking can facilitate the implementation of flexible working hours, workations, hybrid work arrangements, and even more progressive policies such as a shortened workweek.

Here's an example...

Over your lunch break one afternoon, you receive a message from one of the devs, Jenny. "I can't do this," she writes, "our team is falling apart and I don't think I can work here anymore."

After a quick chat, you learn the facts. Several people have quit over the last two years and now the team is understaffed. Tom, Jenny's manager, struggles with delegating tasks and as a result, Jenny and her teammates are regularly overwhelmed with work at the last minute, causing them to work crazy long hours.

But Tom is famously difficult to deal with. You know if you bring it up with the leadership, he'll deny everything and accuse Jenny of lying, only making the whole situation worse.

What do you do?

Solution:

In cases like this, when dealing with a difficult team member, automatic time tracking allows you to get reliable, neutral data. When a manager says he isn't overloading his employees at work, but his employees are working long overtime hours or on the weekends, time tracking will show the truth.

This approach allows you to ground your arguments in factual data rather than relying on the influence or seniority of individuals in the company. By doing so, **you can foster an environment that prioritizes fairness and equality, ensuring that decisions are made based on objective information rather than old-school hierarchical power dynamics.**





Are you in charge of IT operations?

Here's how tech makes managing your team and projects way easier.

Track specific projects

When your developers are working on their projects, clients will want project updates—it's only natural. Your employees are probably already using a manual time tracking method of some sort, whether it's an Excel spreadsheet where they input the amount of work done, or a timesheet app.

Time tracking is an easy way to streamline this process and make sure there's no human error. Many tracking apps will have a project tracking feature, where you can keep an eye on the progress of specific tasks and projects. Many apps also offer wide integration possibilities, so you can connect your time tracking app to your preferred management tool, for example, [Jira](#) or [GitLab](#).

Automatic time tracking makes it easy for your developers to justify the time spent on tasks and explain why certain tasks take as long as they do. Plus, time tracking data exports allow you to provide clients with reliable updates on their project's progress.

Identify employee needs

Often, when it comes to developers who struggle with the workload, it can be tough to understand whether they're genuinely overwhelmed with their tasks, or just procrastinating. Dealing with an underperforming employee can be challenging—you don't want to be too harsh, because they might simply need better guidance and training, but it's difficult to actually determine the cause.

Automatic time tracking makes it much easier to understand exactly what an employee needs to perform at their best. If you notice an employee spending an unusually long time on a task that shouldn't take that long, offer your help and check if they have any questions. Even if you catch them browsing social media instead of working, resist the urge to judge or get angry—procrastination often stems from unclear instructions or a lack of knowledge on how to complete the task.

Make tracking easy

Using manual time tracking methods like Excel spreadsheets or even paper timesheets does have its benefits. An Excel or Google spreadsheet means you won't have to download a third-party app, learn it yourself, onboard your team, take extra security measures to secure your data, and so on. We know that.

However, when it comes to manual time tracking for client updates and billing, the bottom line is this: **manual time tracking slows you down**. Making your developers fill out spreadsheets takes unnecessary time out of their day and distracts them from the tasks they need to complete. Over time, these small interruptions can add up, impacting overall productivity and project timelines. Embracing automated solutions can streamline this process, freeing up your team to focus on what actually matters—their work.

Here's an example...

There's a developer on your team, Ian, who works remotely from home in another city. His job performance is satisfactory, but gradually declining—he misses deadlines every now and then, but most importantly, his direct job duties include collaboration with other team members, and he's having trouble with that.

You get complaints from Ian's colleagues that he takes hours, sometimes days to answer simple messages, even though he appears to be online and available on Teams. You realize like he is becoming increasingly removed and unresponsive when a team member needs something, and start to doubt whether he actually is online during work hours.

What do you do?

Solution:

When you get suspicious about an employee, it's important to arm yourself with the facts before you react.

Time tracking can provide valuable insights into what the employee is doing during work hours. While time tracking alone might not reveal if an employee is using a mouse jigglers, many time tracking apps feature screenshot capabilities.

This allows you to verify whether the employee is genuinely engaged in their tasks or merely moving their mouse to appear active.



Forget what you've heard about productivity monitoring

No, it doesn't mean spying on your employees. Here's how to talk about productivity monitoring and time tracking with your team.

Think about the framing

When you start looking for a time tracking tool, it's important to pinpoint why you feel like you need it in the first place. How you view time tracking matters because it will have a big impact on how your employees view it.

For example, if you're just looking for a tool that allows you to spy on your employees, that's how they'll see it, too. In that case, they'll likely spend more time and energy trying to trick DeskTime into thinking they're working rather than just doing the work.

If you want to **increase productivity and trust in your organization, think of your time tracking app as a tool that gives employees freedom**. It lets them track how much time they've spent at work and when they should be done for the day, gives them a real overview of their workload, and allows them to work from home without being micromanaged.

Give your team time and direction

Let's be real. If your employees haven't used a time tracker before, it'll take some time to get used to one. After all, employees aren't robots, right? Here are a few measures you can take to prepare your team for productivity monitoring.

- **Create usage guidelines:** explain your reasoning and expectations and clearly state which metrics will be measured.
- **Communicate benefits:** show your team that time tracking isn't just a tool for you—it'll help everyone.
- **Offer employee training:** give clear instructions on how to use DeskTime and be open to questions.

Encourage your employees to click around and familiarize themselves with DeskTime. Once the app is up and running and your employees are familiar with it, neither you nor your team will have to think about it too much—it'll just run in the background without any hassle.

Focus on the benefits

Time tracking should be a two-way street. You get something, and your employees get something in return. When you're introducing a time tracking tool, make sure to tell your team what's in it for them.

Here are a few employee-friendly policies that we've been able to implement at DeskTime with the help of time tracking:

- **Flexible working schedule:** our employees can arrive any time between 7.00 AM and 11.00 AM.
- **Hybrid working regime:** our employees can work from home whenever they want to.
- **Workations:** our employees can work from a different city or country for up to 3 months.

All these policies are possible because time tracking allows us to ensure that all employees work the same number of hours, no matter when they arrive at work or the location they work from.

Your employees will be much more on board with time tracking if it comes as a fair trade. Plus, being able to offer employee-friendly policies like these can make your organization significantly more competitive in the workforce market.



Install DeskTime and onboard your team

Check out our [video tutorial](#) for a comprehensive step-by-step guide.

1

Sign up

Create your free DeskTime account, answer a few questions, and download the DeskTime app.

2

Add teammates

DeskTime is no fun on your own. Once you've set up your account, it's time to create your teams and start inviting employees.

3

Adjust settings

After you've added your employees, you can customize DeskTime to fit your time tracking needs entirely. Want Screenshots enabled for one specific person? Or set up different time zones for employees? Go for it.

4

Start tracking!

There you have it! When you've set up automatic tracking, your employees won't have to think about DeskTime ever again. It'll automatically start tracking when they start working and stop when they're done for the day.





Want more info?

Here's how to reach out to us.

Get in touch with our DeskTime expert

If you have specific questions about DeskTime or would like to receive a custom quote from our **Director of Sales, Veronika**, drop an email to veronika@desktime.com or connect with her on [LinkedIn](#).

Connect with us on social media

If you're still considering your options and would like to learn more about our company, you can connect with us over [LinkedIn](#) or [Facebook](#)—we'll be glad to see you!

