What you keep

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **A proposal kept beside the approved timesheet reads as an accusation.**

Item	Kept?	What it allows
Timesheets as approved	**Yes**	**Billing on what was declared**
Share of unallocated time and its detail	**Yes**	**Seeing what pro rata would hide**
Corrected allocations and their reason	**Yes**	**Justifying a correction to a client**
Sendings and their timestamp	**Yes**	**Proving transmission**
Chasers issued	**Yes**	**Explaining a delay**
What the agent pre-filled before correction	**No — erased**	**Would read as an accusation**

Item	Kept?	What it allows
Ranking of who enters late	**Not by default**	**Lawful — file supplied on request**

What the trace has already enabled

Finding	Value	What it cost
Entries allocating cross-cutting time to a client engagement	**31**	**The client paid for something else**
Timesheets entered on the last day of the week	**68 %**	**Five days of memory**

> **Friday filling is not a discipline problem: it is a memory problem**, and it is fixed by a one-minute daily entry.

If you open the lateness ranking

It is **lawful**, the file is supplied. **What is said first:** it would make entry **fast, not accurate** — and the accuracy of timesheets is exactly what you bill.

For the company to settle

Retention period for approved timesheets: _____ years

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