FREE PLANNER

Billable Hours Chart and Annual Target Planner

Daily, weekly and monthly billable hours needed for common annual targets, plus fractions of an hour and hours-to-fees at example rates

MIRA · miranow.ai · Updated October 2026

260
Weekdays in a 52-week year (52 x 5)

150 h
Monthly pace for a 1,800-hour target

7.83 h
Daily billable hours for 1,800 over 230 days

46 h
Lost in a year by missing 0.2 h a day for 230 days

1 Work out your billable days

⤢ Click to open the full planner (full screen)
Full-size infographic · free PDF below

3 Subtract vacation
Example: 15 vacation days leaves 235.

4 Subtract other days off
Example: 5 days for sickness, training and CLE leaves 230.

5 Divide the target
Annual target / working days = billable hours needed each working day.

6 Check the month
Annual target / 12 gives the monthly pace to track against.

2 Billable hours needed by annual target

Annual target	Per month	Per week (48 wks)	Per day: 220 days	230 days	240 days	250 days
1,500	125.0	31.3	6.82	6.52	6.25	6.00
1,600	133.3	33.3	7.27	6.96	6.67	6.40
1,700	141.7	35.4	7.73	7.39	7.08	6.80
1,800	150.0	37.5	8.18	7.83	7.50	7.20
1,900	158.3	39.6	8.64	8.26	7.92	7.60
2,000	166.7	41.7	9.09	8.70	8.33	8.00
2,100	175.0	43.8	9.55	9.13	8.75	8.40
2,200	183.3	45.8	10.00	9.57	9.17	8.80

Per week assumes 48 working weeks (4 weeks off). Daily figures are billable hours only, rounded to two decimals.

3 Hours at work needed for a daily billable figure

Billable hours per day	At 60% utilization	At 70% utilization	At 80% utilization
6	10.00	8.57	7.50
7	11.67	10.00	8.75
8	13.33	11.43	10.00

Utilization = billable hours / hours worked. Hours at work = billable hours / utilization. Percentages are examples, not benchmarks.

4 Fractions of an hour

Fraction	Minutes	Exact decimal	6-minute round-up
1/10	6	0.10	0.1
1/6	10	0.17	0.2
1/5	12	0.20	0.2
1/4	15	0.25	0.3
1/3	20	0.33	0.4
1/2	30	0.50	0.5
2/3	40	0.67	0.7
3/4	45	0.75	0.8

A quarter hour is 0.25 as an exact decimal but bills as 0.3 under 6-minute round-up. Use the rule your client and billing system apply.

5 Hours to fees at example rates

Hours	$150/h	$250/h	$350/h	$500/h
0.1 (6 min)	$15	$25	$35	$50
0.25 (15 min)	$37.50	$62.50	$87.50	$125
0.5 (30 min)	$75	$125	$175	$250
1.0	$150	$250	$350	$500
5.0	$750	$1,250	$1,750	$2,500
8.0 (one day)	$1,200	$2,000	$2,800	$4,000
40 (one week)	$6,000	$10,000	$14,000	$20,000
1,800 (one year)	$270,000	$450,000	$630,000	$900,000

Example rates only, not market data. Fee = hours x hourly rate, before discounts, write-downs or collection losses.

6 Terms to keep straight

Billable hour
Time on client work that can be charged under the engagement terms.

Non-billable time
Firm work such as admin, training, marketing and internal meetings.

Working days
Weekdays minus holidays, vacation and other days away from client work.

Utilization
Billable hours divided by total hours worked.

Realization
Value billed or collected compared with recorded time at standard rates. Firms define it differently.

Time leakage
Work done but never recorded, so it never reaches an invoice.

7 Small daily gaps compound

Missing 0.2 hour a day over 230 working days is 46 hours a year. At an example rate of $350 per hour, that is $16,100 of work that never reaches an invoice.

8 Less reconstruction at month-end

MIRA helps law firms capture work activity closer to when it happens, review time inside Microsoft Teams, and prepare clearer descriptions before billing review.

Sources and references: Arithmetic: annual target / working days; hours x rate; Example rates and working-day assumptions are illustrative only.
General information, not legal advice. Check your jurisdiction's rules and your client billing guidelines.

MIRA
www.miranow.ai/resources/billable-hours-chart