FREE CHART

6-Minute Increment Conversion Chart

Every minute from 1 to 60 converted to tenths of an hour under the standard round-up method, with a daily timesheet example

MIRA · miranow.ai · Updated October 2026

6 min
One tenth of an hour (0.1)

10
Billing units in one hour

5 min
Most that round-up can add to one entry

138 h
0.6 h a day of missed short tasks over 230 working days

1 Minutes 1 to 30 in tenths of an hour (round up)

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Minutes	Billed	Minutes	Billed	Minutes	Billed
1	0.1	11	0.2	21	0.4
2	0.1	12	0.2	22	0.4
3	0.1	13	0.3	23	0.4
4	0.1	14	0.3	24	0.4
5	0.1	15	0.3	25	0.5
6	0.1	16	0.3	26	0.5
7	0.2	17	0.3	27	0.5
8	0.2	18	0.3	28	0.5
9	0.2	19	0.4	29	0.5
10	0.2	20	0.4	30	0.5

Rule: divide the minutes by 6 and round up to the next whole tenth. 7 minutes is 1.17 tenths, so it bills as 0.2.

2 Minutes 31 to 60 in tenths of an hour (round up)

Minutes	Billed	Minutes	Billed	Minutes	Billed
31	0.6	41	0.7	51	0.9
32	0.6	42	0.7	52	0.9
33	0.6	43	0.8	53	0.9
34	0.6	44	0.8	54	0.9
35	0.6	45	0.8	55	1.0
36	0.6	46	0.8	56	1.0
37	0.7	47	0.8	57	1.0
38	0.7	48	0.8	58	1.0
39	0.7	49	0.9	59	1.0
40	0.7	50	0.9	60	1.0

At 60 minutes the entry is a full 1.0 hour. Minute 61 starts the next hour at 1.1.

3 Band lookup: which minutes become which tenth

Minutes worked	Billed (hours)	Billed as	Added by rounding
1 to 6	0.1	6 min	0 to 5 min
7 to 12	0.2	12 min	0 to 5 min
13 to 18	0.3	18 min	0 to 5 min
19 to 24	0.4	24 min	0 to 5 min
25 to 30	0.5	30 min	0 to 5 min
31 to 36	0.6	36 min	0 to 5 min
37 to 42	0.7	42 min	0 to 5 min
43 to 48	0.8	48 min	0 to 5 min
49 to 54	0.9	54 min	0 to 5 min
55 to 60	1.0	60 min	0 to 5 min

Each band is 6 minutes wide. Round-up adds between 0 and 5 minutes to an entry, never more.

4 Hours plus minutes quick lookup (round up)

Hours	+0 min	+10 min	+20 min	+30 min	+40 min	+50 min
1	1.0	1.2	1.4	1.5	1.7	1.9
2	2.0	2.2	2.4	2.5	2.7	2.9
3	3.0	3.2	3.4	3.5	3.7	3.9
4	4.0	4.2	4.4	4.5	4.7	4.9
5	5.0	5.2	5.4	5.5	5.7	5.9
6	6.0	6.2	6.4	6.5	6.7	6.9
7	7.0	7.2	7.4	7.5	7.7	7.9
8	8.0	8.2	8.4	8.5	8.7	8.9

Keep the whole hours, then add the tenth for the leftover minutes from the band table. Example: 2 h 37 min = 2 + 0.7 = 2.7.

5 Worked example: one day of entries

Task	Actual min	Billed	Billed min	Added
Reviewed client email on revised contract comments	4	0.1	6	+2
Call with client on deposition schedule	17	0.3	18	+1
Drafted motion section on production deficiencies	52	0.9	54	+2
Reviewed court notice of new hearing date	2	0.1	6	+4
Researched privilege standard for motion	95	1.6	96	+1
Emailed opposing counsel on deposition dates	8	0.2	12	+4
Reviewed collected documents for privilege	128	2.2	132	+4
Total for the day	306 (5.1 h)	5.4	324	+18

Each entry is rounded on its own, so seven entries added 18 minutes. Where a client requires actual time, the same day bills as 5.1 hours.

6 Rounding policy notes

Do

- ✓ State the increment and rounding method in the engagement letter or billing policy
- ✓ Follow the client's outside counsel guidelines on minimum increments and rounding
- ✓ Round each task once, when the entry is made
- ✓ Record actual minutes when a client requires actual time
- ✓ Give every 0.1 entry a specific description
- ✓ Check prebills for strings of identical 0.1 entries

Avoid

- ✗ Round more than once (task, then day, then invoice)
- ✗ Combine unrelated short tasks into one entry to reach a tenth
- ✗ Apply round-up where the client requires nearest tenth or actual time
- ✗ Bill more time than was actually worked
- ✗ Reconstruct short tasks from memory at month-end

7 The ethics floor for rounding

ABA Formal Opinion 93-379: a lawyer who has agreed to bill on an hourly basis may not charge for hours not actually spent. ABA Model Rule 1.5(a) bars unreasonable fees. Apply one disclosed rounding rule consistently and keep billed time close to real time.

8 Capture short tasks before they disappear

MIRA captures work from Outlook, Teams, documents and research, then drafts a clear time entry for each piece of work. Lawyers review, edit and release every entry before it reaches billing.

Sources and references: Arithmetic: 60 minutes / 10 = 6 minutes per tenth; ABA Model Rule 1.5 (Fees); ABA Formal Opinion 93-379 (Billing for Professional Fees, Disbursements and Other Expenses).
General information, not legal advice. Check your jurisdiction's rules and your client billing guidelines.

MIRA
www.miranow.ai/resources/6-minute-billing-increments