Time Agent Rollout Internal Communication Kit

Email Template

Subject line: New: BigTime Time Agent is now available

Body:

Hi [First Name],

We're excited to share that we've enabled the **BigTime Time Agent** for your firm. This new AI-powered desktop and calendar integration tool makes tracking time easier, faster, and more accurate.

Why it matters

- **Save time:** Automated capture means you don't have to remember every detail at the end of the day.
- **Fewer errors:** Combine your desktop activity with your calendar for a complete picture.
- **Your privacy is safe:** The Time Agent does *not* record keystrokes, screenshots, or message contents—it only tracks app names, document titles, and calendar events.
- **Operational excellence:** The goal is to improve accuracy and convenience. If unused, data stays with you and is deleted after 30 days.

Getting started (just a few steps)

1. **Download** the app for Windows or Mac.
2. **Install & log in** with your BigTime credentials.
3. **Connect** your calendar.
4. **Review your day** and send entries to your BigTime timesheet.

👉 **Full instructions can be found here: BigTime Time Agent Knowledge Base**

Rollout timeline

Please complete installation by **[date, e.g., next Friday]** so you can begin tracking time with the new tool.

If you have any questions, please contact [contact person/team email].

Thanks,
[Your Team]

Slack Template

Hi everyone! :wave:
We've just enabled the **BigTime Time Agent** for our firm. This new tool makes time tracking easier and more reliable.

Benefits you'll notice right away:

- Saves you time at the end of the day
- Reduces mistakes by combining activity + calendar
- Protects your privacy (no keystrokes, screenshots, or message content)
- Built for convenience and operational excellence.

How to get started:

1. Download the app for Windows or Mac.
2. Install & sign in with your BigTime account
3. Connect your calendar
4. Review your daily entries and send them to your timesheet

👉 **Full instructions can be found here: [BigTime Time Agent Knowledge Base](#)**

Rollout timeline: Please install the Time Agent by **[date, e.g., next Friday]** so everyone can start using it consistently.

Questions? Ping [contact person] anytime.