



By Aisha I. Jefferson

Fitting all of her activities into a 24-hour period is a task Bisi Fagbohun has tried to master for a while.

The Temple Hills, Md., resident juggles her time as a personal trainer, real estate agent, and running her company, BC Entertainment & Talent Group, all while participating in an upcoming reality show about events promoters. On an average day, Fagbohun, 28, rises at 4:15 a.m. and meets with her first personal training client 45 minutes later. Her day typically ends around 10:30 p.m., given she is not attending a promotional event.

"Sometimes it gets pretty chaotic because I am all over the place. As soon as I walk into the house [in the morning after my personal training sessions], I have my personal training gear on and then five minutes later I'm in a suit," she says.

Fagbohun credits a time management class she took in college four years ago for helping her keep things in order, but admittedly she says she's guilty of occasionally double booking her personal training sessions. For Fagbohun and other busy professionals and entrepreneurs, staying organized can be the key to their success.

So how should Fagbohun attempt fitting all of her activities into a 24-hour period? She shouldn't, says Charlotte Purvis, president of Durham, N.C.-based Purvis Communications and a 19 year communications and life coach.

"You don't take all of that and try to fit it into 24 hours; it's too much," Purvis says. Instead, she recommends Fagbohun immediately address her double booking issues by making sure each appointment is recorded and that she allows 15 to 20 minutes downtime in between.

She says Fagbohun should do an analysis to see where her time is going. Is it going toward work, watching television, or other activities? And last, Purvis, also a member coach for **The Coach Connection**, recommends Fagbohun begin setting goals that will allow her to lead a more balanced life.

Here are more tips for getting yourself organized.

Don't rely on memory. Jotting important dates, things to do, and appointments can help make you more productive and avoid embarrassment. Using a daily planner or handheld device can help keep you on track.

Put things in their place. A filing system that separates your documents into several categories such as active, inactive, archival, recycle can help keep things in order as well as make them easy to find. Also make sure to keep the tools you need for your job in the same place everyday so that you can find them each and every time.

Set goals. Creating target dates for accomplishments can help you better prioritize your day, as well as delegate tasks.

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