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**Tomorrow is Often the Busiest day of the Week**  
*Sunbeam Shares Tips for Avoiding Procrastination*

**(OKLAHOMA CITY)** – Sometimes, it’s easier to put your responsibilities aside when you feel overwhelmed, overworked or distracted by more enjoyable pursuits. However, when you postpone too many projects, your life can feel disorganized and out of control. Here are some tips to avoid procrastination as you learn to focus on the tasks at hand:

- Make a commitment to yourself to complete your tasks on time. Motivate yourself to get work done by listening to music or giving yourself a pep talk.
- Visualize what it will take to complete each item on your list. Imagine what you’ll be able to do once that task is complete and checked off your list.
- Break your projects into short-term and long-term tasks to help manage your time.
- Limit your checklist to 10 items per day and address the most important items first.
- If necessary, delegate your responsibilities to others.
- Celebrate when you meet deadlines. A short break, a night out or even a major activity can help you prepare for the next project.

“Remember, if you’re having a problem with time management, there are easy solutions to correct the situation,” said David Swope, L.P.C., L.A.D.C., C.E.A.P. and clinical director at Sunbeam. “You can get your life in order and your work done on time!”

Sunbeam offers high-quality, affordable Counseling services for people of all ages who need help with life’s challenges. Clients learn ways to identify, cope and build strengths to overcome difficulties.

Sunbeam’s staff consists of mental health professionals who provide traditional counseling services based on their professional training, experience and areas of expertise. Counselors are Licensed, License Eligible, or Master Level Interns who are supervised by Licensed Clinicians. Sunbeam’s counselors are professionally trained in individual, marital, relationship and family therapies. They have the experience and dedication to help individuals and families find solutions that provide hope.

For more information, visit [SunbeamFamilyServices.org/counseling](http://SunbeamFamilyServices.org/counseling) or call 405-528-7721.

Join the movement to help children grow, heal, learn and thrive. Through Aug. 31, donations made to help children will be matched, dollar for dollar, up to \$5,000. This donation match is made possible thanks to Tall Oak Midstream. To make a donation visit [SunbeamFamilyServices.org/thrive](http://SunbeamFamilyServices.org/thrive) or call 405-609-8994.

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About Sunbeam Family Services

Founded in 1907, Sunbeam Family Services is one of Oklahoma’s longest serving nonprofits and is one of the original United Way of Central Oklahoma Community partners. Sunbeam’s mission is to provide help, hope and the opportunity to succeed to people of all ages in central Oklahoma through Early Childhood, Counseling,

Foster Care and Senior Services. To learn more, call 405-528-7721, visit [sunbeamfamilyservices.org](http://sunbeamfamilyservices.org), or join the conversation on Facebook, Twitter and Instagram.