There are times when certain areas of life must be prioritized to meet goals, yet if the focus remains too long on one part while not engaging in other parts, a sense of balance can be lost. Try to take one small step toward a better balance for you in one of the following areas:

- **Rest and Activity** – Moments to slow down or stay still and moments to get moving
- **Indoor and Outdoor** – Time to relax or work indoors and time to work outside or to notice and experience the beauty of nature
- **Work and Recreation** – Time to check off the “To Do” list and time to focus on entertainment or other activities that re-energize you
- **Planning and Doing** – Looking ahead to be efficient and jumping in to act on plans
- **Being Serious and Being Playful** – Time focused on important decision-making and moments of humor and fun for yourself and others
- **Focusing Thoughts and Meandering Thoughts** — Each can spark creative ideas.
- **Time Alone and Time with Others** – The balance can differ for introverts and extroverts.
- **Self-Care and Service** — Time to take care of yourself and time to tend to the needs of family, friends, and community
- **Speaking and Listening** — Sharing your stories or perspectives and hearing the thoughts and feelings of others
- **Giving and Receiving (Allowing Others to Give to You)** — This might include asking what others need or want and also asking for what you need or want.