

2023 Monthly Tips

JANUARY

Cervical Health Awareness Month

Each year, more than 13,000 women are diagnosed with cervical cancer in the United States. Yet, cervical cancer is one of the most preventable cancers today. In most cases cervical cancer can be prevented through early detection and treatment of abnormal cell changes that occur years before cancer develops. Are you or your loved ones staying up-to-date with their annual preventive check-ups?

<https://www.nccc-online.org/>

Thyroid Awareness Month

Your thyroid has an important job to do within your body - releasing and controlling thyroid hormones that control metabolism. Metabolism is a process where the food you take into your body is transformed into energy. This energy is used throughout your entire body to keep many of your body's systems working correctly. Check out several on-demand resources to help you understand your thyroid health and where to seek help if necessary.

<https://www.thyroid.org/thyroid-information/>

Become Your Own Best Motivator

Do you have new year goals in mind? There are several kinds of motivation roadblocks that people run into, especially when it comes to goal-setting. Let's start by taking a short quiz to find out which motivational problems you might be dealing with and understand how to overcome them.

<https://portal.peopleonehealth.com/HealthyLiving/Lifestyle/All/BecomeYourOwnBestMotivator>

FEBRUARY

Mental Health Awareness

Mental health includes our emotional, psychological and social well-being. So, why is mental health so important to our overall health? Mental and physical health are equally important components of overall health. For example, depression increases the risk for many types of physical health problems, particularly long-lasting conditions like diabetes, heart disease, and stroke. Not to mention, the recent pandemic has caused a great deal of anxiety, uneasiness and even depression. Learn more about how you can help boost your mental health.

<https://www.cdc.gov/mentalhealth/learn/index.htm>

American Heart Month - 8 Steps to Prevent Heart Disease

February is the month to celebrate your heart and heart health, not to mention, all year-round! Let's learn how we can treat our hardest working muscle in the body, with the best care. Read more about 8 steps you can take to help prevent heart disease and learn why these steps can contribute to a healthy heart.

mayoclinic.org

Random Acts of Kindness Week (February 6-12)

Let's be honest, kindness week should be every week. But, during the week of February 6-12, let's learn and celebrate kindness. What is kindness? What does kindness mean to you? Learn how you can focus on the meaning of kindness and spread this to others.

inspirekindness.com

MARCH

National Nutrition Month - Eating for a Healthy Heart

March is National Nutrition Month, so let's focus on all the right nutrients now more than ever! Looking for ways to kick-start your heart-healthy lifestyle? Start by looking at your diet. Poor food choices can have a negative effect on your heart, weight and overall health, but making small, sustainable changes to improve your diet can have a lasting impact. Read more below!

<https://portal.peopleonehealth.com/HealthyLiving/Nutrition/Healthy%20Habits/EatingforaHealthyHeart>

Brain Injury Awareness Month

There are more than 5.3 million individuals in the United States who are living with a permanent brain injury-related disability. That's 1 in every 60 people. If you or a loved one is living with brain injury, you know that it is a misunderstood, misdiagnosed, underfunded neurological disease, and everyone's experience is different. Understand more about brain injuries and learn how to improve the care and support for individuals with brain injury themselves or in their families.

<https://www.biausa.org/public-affairs/public-awareness/brain-injury-awareness>

National Sleep Awareness Week (March 2-9) - Sleeping Better for a Healthier Heart

We all know how great a good night's rest feels, waking up feeling refreshed, energized and ready to tackle your day! Unfortunately, this rested feeling comes few and far between with our busy work and personal schedules. Sleep is a must for your overall health and well-being and according to numerous studies, it's essential for a healthy heart. Focus on sleep not only this week, but every single day!

<https://portal.peopleonehealth.com/HealthyLiving/Lifestyle/All/SleepingBetterforaHealthierHeart>

APRIL

National Public Health Week (April 3 - 9)

Cultures tend to shape our health and we learn from the communities we're born in and the communities we build together. Check in during Public Health Week to celebrate the unique and joyful ways different cultures focus on health. Not to mention, let's turn to each other and learn with humility and openness! Check out the link below to uncover the NPHW daily themes:

- Community (Monday)
- Violence Prevention (Tuesday)
- Reproductive and Sexual Health (Wednesday)
- Mental Health (Thursday)
- Rural Health (Friday)
- Accessibility (Saturday)
- Food and Nutrition (Sunday)

<https://www.nphw.org/>

Stress Awareness Month

According to the American Institute of Stress, many people have different ideas with respect to their definition of stress. Probably the most common is, "physical, mental or emotional strain or tension." Another popular definition of stress is "a condition or feeling experienced when a person perceives that demands exceed the personal and social resources the individual is able to mobilize."

Even for those who cultivate a positive mindset, a healthy balance and strong relationships, some amount of stress is an inevitable part of daily life. You've most likely heard about, and probably tried, many of the more common, expected ways to deal with stress, like exercising, journaling, getting a massage and so on. But if these don't do the trick, there are some other, more unconventional approaches that could help you lead a calmer, more content life. Read more by clicking the link below.

[12 Unconventional Ways to Handle Stress](#)

National Volunteer Week (April 15-22)

Have you volunteered your time lately? Maybe you spent a minute bringing the mail in for a neighbor, served food at a soup kitchen, or spent a day reading at a local nursing home. Whatever the altruistic activity, you know that doing good feels good - and it's also good for YOU. Volunteering can have positive impacts on your own health!

In a study published in *Psychology and Aging*, adults over age 50 who regularly volunteered were more likely to have lower blood pressure, which is linked to overall better health and reduced risk of heart disease. And a report by the Corporation for National and Community Service listed improved mental health, reduced depression and greater life satisfaction among

the benefits of selfless behavior. Check out the article below to learn about several ideas for active volunteer work.

[Get Moving for the Greater Good: 10 Ideas for Active Volunteer Work](#)

MAY

Mental Health Month

Not only is mental health important now more than ever, post-pandemic, but it should always be top-of-mind. Get it?! According to Mental Health America, nearly 1 in 5 American adults will have a diagnosable mental health condition in any given year. And 46% of Americans will meet the criteria for a diagnosable mental health condition sometime in their life, and half of those people develop conditions by the age of 14. So, let's learn how we can take care of ourselves and our loved ones!

Experts in behavioral science view mental flexibility not as a personality trait or state of mind, but as a set of behaviors that can be changed. Everyone is flexible about some things and inflexible about others. If you feel like you've become a bit of a stickler about strict schedules and perfect plans, it may be time to loosen up and become more flexible. Learn six ways on how you can do just this; accept your behavioral history, identify places where you can compromise, practice flexible actions, set small goals for mental stretching, reward your choice to retreat and learn that failure is functional.

[6 Ways to Maintain Your Mental Flexibility](#)

Women's Health Week (May 14 - 20)

Ladies, this is for you and fellas, this one can be supportive to your loved ones so don't go anywhere just yet! During this Women's Health Week, we encourage you to make health a priority. You can start by talking to your doctor and setting a plan of action in place, get active, eat a healthy and balanced diet, prioritize your mental health and practice overall healthy behaviors.

Not to mention, ensure that you are up-to-date on your age- and gender- appropriate screenings. Find out more on what screenings you or your loved ones should be aware of based on your overall women's health.

[Women's Health Screenings](#)

National Physical Fitness & Sports Month

It's always good to incorporate physical fitness and sports into your lifestyle. But why? Physical activity is related to your overall health!! Even with risk factors for heart disease such as high blood pressure, diabetes or high cholesterol, people who enjoy regular physical activity have lower death rates than people who have no risk factors who aren't physically active. Regular physical activity helps; lower your blood pressure, decrease LDL 'bad cholesterol' in your blood, improve blood sugar, reduce feelings of stress, control body weight, improve quality of sleep, improve memory and make you feel so good about yourself. The list is almost endless!

So, what type of physical activity is best? Always remember to consult your doctor if you are making any major changes to your activity level. In addition, any type of physical activity is good if it makes your muscles work more than usual. The heart is a muscle and benefits from a workout like other muscles in your body.

[What's The Link Between Physical Activity and Health?](#)

Importance of Springtime Movement

It's springtime and the warm weather is calling us to get outside and get active. Whether it is raking leaves or getting your favorite perennial beds ready, it is the perfect time to enjoy the sun and warmer weather.

As you develop your physical activity plan, remember nutrition is fundamental to your peak physical performance. To put in your best effort, you need carbohydrates, proteins, fats, vitamins, minerals and water. If you're highly active, you may need slightly more of some nutrients. Always remember, if you are increasing your exercise, please consult with your doctor about a healthy plan of action for YOU. With planning, you can easily fit 30-60 minutes of aerobic activity into your routine most days of the week. Check out some examples of moderate-intensity aerobic activities and examples of vigorous-intensity activities.

[Spring Into Action](#)

JUNE

Men's Health Month

Fellas, this one's for you and ladies, this is for your loved ones! June is Men's Health Month and it is important for all men to ensure they are staying on track with their health. Early detection of a medical issue is the best way to improve effectiveness of condition treatment and management. Men, reconsider your reservations and talk to your health care team about potentially lifesaving screenings.

Not to mention, ensure that you are up-to-date on your age- and gender- appropriate screenings. Find out more on what screenings you or your loved ones should be aware of based on your overall men's health.

- Regular Physical Exams (annually - all ages)

- Blood pressure (at least every 2 years, if not more frequently - talk to your doctor about appropriate cadence for you)
- Cholesterol (ages 18+, every 5 years)
- Diabetes (ages 45+)
- Colon cancer (ages 45+)
- Prostate cancer (age 50+)
- Lung cancer (ages 50-80)

[Men's Health: Checkups, Screenings Key](#)

8 Ways Your Body Tells You It Needs Water

During these warm summer months, it's imperative for your health that you stay hydrated and drink water. With 60% of our bodies comprised of water, it might seem strange that roughly three-quarters of Americans could be chronically dehydrated. According to the CDC, dehydration can contribute to mood swings, lack of mental focus, constipation, kidney stones and overheating, among many other conditions.

Drinking a sufficient amount of water, brings many benefits such as; promoting healthy digestion, proper brain function and optimal kidney function, in addition to regulating body temperature and blood pressure. So, what are you waiting for? Check out the link below to dive into the eight ways your body tells you it needs water:

1. Thirst/Hunger
2. Urine changes
3. Fatigue
4. Dry skin and lips
5. Lightheadedness or dizziness
6. Skin 'pinch test'
7. Excess saliva
8. Muscle cramps

[8 Ways Your Body Tells You It Needs Water](#)

National Safety Month

In June, we celebrate and honor National Safety Month! So, let's ensure that you are up-to-speed on how to remain safe in your workplace. Did you know that nearly 13,000 American workers suffer an injury every day; each is preventable? Injury should never be a cost of doing business so here are some safety topics the National Safety Council would like you to focus on; musculoskeletal disorders, assess your workplace safety, mental health safety, sanitation, fatigue, slips, trips and falls.

So, we would like YOU to focus on your overall workplace safety and wellness. Let's prioritize safety as we show up everyday and establish a safe workplace for our fellow colleagues. It takes all of us to look out for each other and confirm that we have the proper tools and resources to equip a safe workplace. Happy National Safety Month!

[National Safety Council](#)

JULY

UV Safety Month

In July, we focus on raising awareness that UV is the main cause of most skin cancers and encourage the public to take precautions. The American Academy of Dermatology recommends that the public practices safe sun year-round by following three simple steps while outdoors:

- 1) Seek shade when appropriate
- 2) Wear sun-protective clothing
- 3) Apply a broad-spectrum, water-resistant sunscreen with an SPF of 30 or higher

[Read more UV safety tips here.](#)

Tips for a Healthy Summer

Have you attended cookouts this summer? Maybe indulged in a few extra snacks, beverages and more? Ready to get your health back on track? Summer is coming to a close but it's not too late to act on your health to help prevent the risk for chronic disease. You can start by doing simple tasks for better health such as; moving more and sitting less, protecting your skin from the sun, staying cool in the heat, eat healthy foods to fuel your body, choose your drinks wisely, and refrain from tobacco use.

[Follow these tips from the Centers for Disease Control and Prevention.](#)

National Park & Recreation Month

Hopefully you've been enjoying your summer and possibly even spending time at a local park or trail. With July being National Park & Recreation Month, try to visit your local park and enjoy the surroundings. The National Recreation and Park Association has a mission to advance parks, recreation and environmental efforts that enhance the quality of life for all people. The NRPA estimates that as many as 100 million people (30%) of the U.S. population lack access to the lifesaving and life-enhancing benefits park and recreation provides. The NRPA seeks a future where the full power of parks and recreation is widely recognized for creating a better life for everyone by building strong, healthy and resilient communities. Read more on the work of the NRPA below.

[National Recreation and Park Association](#)

AUGUST

August is National Preventative Screening Month

Despite great advances in technology and increased public knowledge of prevention screenings, pre-pandemic data shows that only **6.9% of Americans** (in 2018) received a form of preventative healthcare. Does that number seem low? Wait until you find out everything that counts as preventative healthcare!

- Physical exam
- Blood pressure measured
- Blood draw
- Mental health screening
- Cancer screening
- Dental cleanings
- And so many more!

So what screenings should you receive? This month will delve into more detail. For now, know that preventative screening is decided based on individual risk, family history, and social determinants of health among many other factors!

<https://health.gov/news/202208/ounce-prevention-can-save-persons-life>

Importance of Eye Exams - Eye Health & Safety Month

Not getting your vision checked? It's hard to **SEE** anything more important than preserving your vision and eye health! It turns out **93 million Americans** are at risk for vision loss, and only HALF of them have visited their eye doctor.

What are they checking for?

- Cataracts (cloudy vision)
- Retinopathy (caused by damage to small blood vessels in the eye from diabetes or pre-diabetes)
- Glaucoma (optic nerve damage)
- Age-related macular degeneration (damage to soft tissue in the eye)

Who can benefit most?

- Children ages 3 to 5
- Those with diabetes
- African Americans over age 40
- All adults older than 60
- Those with a family history of glaucoma

<https://www.cdc.gov/visionhealth/resources/features/keep-eye-on-vision-health.html>

Back to School Preparation - The Complaint-Free Way to Improve Any Family Diet

Trying to think of ways you can get creative when it comes to packing lunches for that 'back-to-school' time of year? Do you want your family to start eating together and eating healthier, but where to begin? There are plenty of simple and quick ways you can begin incorporating healthy tendencies that lead to an overall healthier diet. Some of these steps include; switching to leaner cuts of meat, add pureed vegetables to sauces and casseroles, skip the box and make from scratch, drink more water, pick one new food to try each week, plan meals as a family, slowly introduce whole grains and so much more.

Check out the article below to learn more about some changes that will guide you toward improved health and wellness.

<https://portal.peopleonehealth.com/HealthyLiving/Health/All/TheComplaint-FreeWaytoImproveAnyFamilyDiet>

SEPTEMBER

Spark Fit City

September 1 - 30

The SparkAmerica Fit City Challenge is designed to help individuals and companies become Fit & Healthy Leaders, while working together to build friendly competition. This multi-city challenge encourages participants to get and stay healthy by tracking daily fitness activity minutes in a fun and free Fitness Game. Registering is easy!

1. Go to SparkAmerica.com/Register, enter your email and follow the prompts.
 - **New participants:** Locate the SparkAmerica callout on the homepage and click the button to join.
 - **Previous participants:** You will automatically be registered after step 1.
2. Create a username that will display publicly on leaderboards.
3. Begin tracking your fitness minutes on *September*

Suicide Prevention Awareness Month

National Suicide Impact:

- 79% of all people who die by suicide are male.
- More women attempt suicide than men, however men are 4x more likely to die by suicide.
- Suicide is the second leading cause of death among people aged 10-14 and the third leading cause of death people aged 15-24 in the U.S.. Overall, the 12th leading cause of death in the U.S.
- Annual prevalence of serious thoughts of suicide, by U.S. demographic group:
 - 4.9% of all adults

- 11.3% of young adults aged 18-25
- 18.8% of high school students
- 45% of LGBTQ youth

These facts above aren't meant to scare you, but to remind you that September is National Suicide Prevention Awareness month. Mental and behavioral health are a daily challenge to many people in our lives, in which we might not realize it affects them. Take the time to talk to your loved ones, family, friends, co-workers and anyone who might need your attention. A simple hello, how are you doing? Could make a difference in someone's life.

[Get Back To The Biometrics](#)

Are you in the dark about your body's current state of health? Using biometric screenings, one can gain knowledge about numbers pertaining to blood pressure, glucose levels, cholesterol, and others with the intention to reduce long term health issues down the road. Some health issues that could be prevented by a biometric screening are heart disease, hypertension, diabetes, and hyperlipidemia. Early exposure to these numbers will allow you to make lifestyle changes to ensure you have the stability to live a long, healthy life. Schedule yours with your primary care provider today!

OCTOBER

National Breast Cancer Awareness Month

Did you know that 1 in 8 women in the United States will be diagnosed with breast cancer in her lifetime? There are an estimated 297,790 women and 2,800 will be diagnosed with breast cancer in 2023. Yes, you read that right, men can also develop breast cancer, though it is rare there are several cases each year. If caught in its earliest of stages, the 5-year relative survival rate is 99%. Early detection can be found during your annual mammography. To schedule your annual mammography, try utilizing the [Healthcare Bluebook](#) website or app! Here are the steps to follow to ensure you receive your reward for using the Healthcare Bluebook:

- Find your provider
- Schedule your appointment using the color coordinating options (hint: green green is the best/better option)
- Receive a reward once the procedure is complete!

Awareness is the first step in empowering individuals to make informed decisions about their health. You or your loved ones are not alone, there are millions of people that are experiencing what you might be feeling right now. Donate, volunteer, be there to support one another not only in the time of need but each day! One last fact you should know: there are 3.8 million breast cancer survivors in the United States.

Global Handwashing Day

October 15th is Global Handwashing Day! Many people like to hum a tune while washing their hands- try using Love Shack by the B52's, Shake It Off by Taylor Swift, I'm Still Standing by Elton John and more! Follow these steps to ensure you have the proper handwashing technique:

1. Turn on warm water and wet hands.
2. Place soap on your hands.
3. Lather and scrub for 20 seconds; underneath your fingernails, between your fingers and top and bottom of your hands.NOTE: do not scrub and lather in the water.
4. Rinse for 10 seconds
5. Towel or Air Dry
6. Turn off the water with the towel.

Trick - Or- Treat? How to have a safe holiday!

Here are a few tips and tricks to ensuring not only the safety of your children but everyone around you!

1. Be Alert: Never Trick - Or- Treat alone. Discuss a plan with your children if they are to be unsupervised by going over what streets they can go on. Watch for Trick - Or - Treaters while driving. Slow down and scan the road.
2. Pay Attention: Put electronic devices down, keep your head up and look both ways before crossing the street.
3. Be Visible: Wear a bright, reflective costume or addition to a costume to increase your visibility.
4. Check Candy: Tell your children not to eat any treats until they are checked by an adult.
5. Lights & Times: Check with your local city the date and time for when Trick - Or- Treating will be, and remember that the porch light means candy distribution!

The Population Health subcommittee would like to wish everyone a safe and fun holiday!

NOVEMBER

American Diabetes Month

Prevention is key! Scheduling an appointment with your doctor for your annual can help determine your potential risks for diabetes. November is American Diabetes Month. Many Americans go undiagnosed which can be crucial later in life and potentially cause many lifelong sustaining complications.

Once you get tested and discover you have prediabetes, remember that doesn't mean you will develop type 2 diabetes. This means you are at risk and that your blood glucose levels are not

high enough to be diagnosed with that. Make some changes within your diet and increase physical activity, even small changes can make the biggest difference.

Check out the Brooks+ application and take the brief questionnaire to see if you might qualify for the program! Brooks+ is a 12-month program that helps you build lasting healthy habits to help you lose weight and reduce the risk of diabetes.

Below are some Q&A's about type 2 diabetes:

Q: If you're overweight, will you always develop type 2 diabetes?

A: Being overweight is a risk factor for developing type 2 diabetes, but other risk factors such as physical activity, family history, ethnicity, and age can play a role in the developmental process. Diet can also play a major role in development of type 2 diabetes. You do not have to limit yourself with indulging in chocolate, starches, sweets, etc. but it is best to consult a nutritionist or registered dietitian with further details regarding diet changes.

Q: Is diabetes a serious disease?

A: Yes. Diabetes causes more deaths per year than breast cancer and AIDS combined. Having diabetes increases your chances of having a heart attack. However, if your diabetes is managed your risk is significantly lowered.

Q: Are people with diabetes more likely to get colds and other illnesses?

A: No. Diabetes is not contagious and not transferable. People with diabetes are advised to get flu shots. This is because any illness can make diabetes more difficult to control, and people with diabetes who get the flu are more likely than others to go on to develop serious complications.

What's On The Thanksgiving Table?

Who doesn't love a nice family get together, football and a time to enjoy a home cooked meal? We love a good stuffed turkey, but this Thanksgiving let's not get over-stuffed ourselves. Here are a few tips and tricks to watching your Thanksgiving dinner consumption:

- Use a smaller plate = smaller portion sizes. Limiting yourself is not always a bad thing, but using this method could help you to not overeat.
- Watch your consumption of turkey! Eating the white meat is the healthier option, but eating too much turkey in general will release tryptophan which will turn into serotonin and result in fatigue and tiredness.
- Let's talk about side dishes! Substitute where you can for example, mashed sweet potato versus regular mashed potatoes. This also applies to the stuffing, you can't go wrong with a great stuffing, however, limiting yourself to a smaller portion will help you not become over-stuffed yourself! Limit the amount of carbs you are consuming for example, not over eating the dinner rolls. Indulge on vegetable options to help curve those typical Thanksgiving cravings.
- Lastly, desserts. Choosing healthier options on your spread will help curve those sweet cravings, for example, providing plenty of fruit, or substituting out the butter in recipes for applesauce or an oat supplement if applicable.

Most importantly, enjoy the holiday with your family, friends and loved ones!

<https://www.medicalwesthospital.org/9-tips-for-a-healthy-thanksgiving.php#:~:text=White%20turkey%20meat%2C%20plain%20vegetables,can%20enjoy%20whatever%20you%20like>.

<https://www.allrecipes.com/gallery/healthy-thanksgiving-menu/>

Giving Tuesday

The holidays are just around the corner and so is the season of giving. Spending time volunteering or donating money are some ways to show love and give thanks while making a difference in the lives of others. Rather than only giving to the holiday season, practice different aspects of the giving spirit year-round. According to a [study featured in the Journal of Happiness Studies](#), people who volunteered self-reported higher levels of satisfaction with their lives and rated their overall health as better when compared to those who did not volunteer. Read [7 Good Reasons to Give Back](#) to find out how your quality of life could improve when you give back. Don't forget this month contains Giving Tuesday!

DECEMBER

National Influenza Week

According to the CDC, the flu vaccination can reduce the risk of flu-associated hospitalization. The CDC recommends getting your flu shot as soon as it's readily available within your community because it takes about 2 weeks to work! The flu vaccine prevents tens of thousands of hospitalizations each year. The best way to protect yourself and others against influenza is to get a flu vaccine every flu season. You might be wondering "why should I get the flu shot? I don't get sick." correct, you might not get sick but people around you might! There are several populations that are at an increased risk of getting the flu each season: Children 6 months to 4 years, people 65 years or older, pregnant women, immunocompromised people, long term care facility people, and caregivers. Be sure to get your flu vaccine this season!

Financial Wellness

The holidays are just around the corner, don't let the financial stress take control this holiday! According to the Consumer Financial Protection Bureau, Financial Wellbeing means having financial security and financial freedom of choice, in the present and in the future. More specifically, having financial well-being is when you:

- Have control over day-to-day, month-to-month finances
- Have the capacity to absorb a financial shock
- Are on track to meet your financial goals
- Have the financial freedom to make the choices that allow you to enjoy life

Want feedback on your financial wellbeing? Take the [QUIZ](#) to measure your current financial well-being and see steps you can take to improve it.

End The Year Right With Exercise

It's never too late to end the year right with physical activity! The holidays can be stressful, increase your daily physical activity can help lower stress levels. Try not to over indulge on cookies and milk– that's Santa's job! Try snacking on the carrots like Rudolph does. Don't like carrots? Well, there are plenty of options to improve your dietary wants and needs this holiday season. Here are a few resources to get started:

- Ease Into Exercise:
<https://portal.peopleonehealth.com/member/SparkUniversity/Course/19>
- Healthier Holidays Challenge:
<https://portal.peopleonehealth.com/member/SparkUniversity/Course/17>
- Manage Your Stress The Mindful Way:
<https://portal.peopleonehealth.com/member/SparkUniversity/Course/10>

We Want To Hear From You!

The Population Health Subcommittee would like to know what you are looking to learn about when it comes to wellness! Participate in this [short survey](#) and provide what topics interest you and how we can provide research based solutions! Check back monthly to see if your suggested topics have been added to the Wellness Tips.