

JULY
2023



Up your VO₂ max

VO₂ max measures how much oxygen your body uses when working at a high level of exercise.

A high VO₂ max indicates good cardiovascular fitness, while a low VO₂ max means you should consider moving your body more. You don't have to become an elite athlete. Even a small increase in fitness has significant health benefits. If your doctor clears you to do aerobic exercise, try these workouts to increase VO₂ max.

Interval training: This involves alternating short periods of moderate to high-intensity aerobic exercise with short periods of low-intensity exercise. Alternate 3 minutes of moderate/high-intensity with 2 minutes of low-intensity for 30 minutes.

High-intensity training: This is a form of interval training that uses short, intense bouts of exercise at your max, followed by a longer rest period.

Steady-state training: This type of training is long bouts of cardio at a pace you can maintain for at least 30 minutes. Your heart rate should be elevated, but you should still be able to carry on a conversation.

Check those moles

As you age, it's normal for your skin to change and for new spots and moles to appear. Regular skin self-checks will keep you abreast of any changes so you can monitor for problem areas or suspicious moles.

Skin cancer occurs when skin cells are damaged and grow out-of-control forming malignant tumors. Skin cancer is highly treatable when caught early. This makes regular skin checks important for prompt treatment.



NORMAL MOLES

Most people have moles, and the vast majority of them are harmless. A normal mole generally stays the same shape, size, and color for many years and occasionally may even fade away.

Pay attention to the moles on your body and watch for signs of change. Normal moles generally have these characteristics:

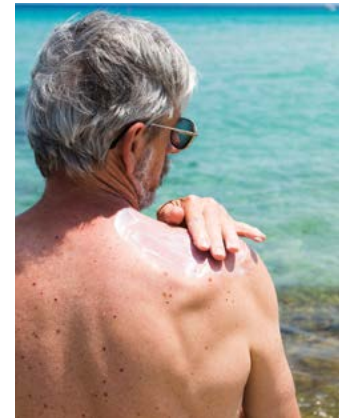
- Evenly colored
- Brown, tan, or black
- Flat or raised
- Round or oval in shape
- Usually less than ¼ inch (6 mm) in diameter
- Unchanging



CONCERNING MOLES

A new mole, a mole that begins to change, or a sore that doesn't heal could be a warning sign of skin cancer. Use the ABCDE method to monitor your moles:

- **A- Asymmetrical:** Is the shape uneven, or does one half not match the other?
- **B- Border:** Are the edges of the mole irregular and appear jagged, blurred, or notched?
- **C- Color:** Is the color uneven?
- **D- Diameter:** Is it greater than ¼ inch (6mm) or larger than the average pencil?
- **E- Evolving:** Is the mole changing size, shape, or color, or becoming raised or crusty?



WHAT TO DO

Talk to your doctor if you have any concerns about new or changing moles. They may refer you to a Dermatologist for additional screening or treatment.

Protecting your skin from damage is the best way to prevent skin cancer.

- Wear sunscreen with an SPF of 30 or higher.
- Stay in shady spots.
- Wear a wide-brim hat.
- Wear clothing that covers your arms and legs.
- Wear sunglasses with UVA and UVB protection.

Don't stress about time

No one lives a stress-free life. But the way we structure our lives can improve our resilience to common stressors.

One common cause of stress is the need to get a lot done in a small amount of time. But managing your time well can reduce this stress and help you feel better.



PLAN AHEAD

Map out your tasks for each week and month. This can be digital if that works best for you, or many people find pen and paper most helpful. Set aside a short planning session on the weekend or Monday to identify what needs to be done that week and where it fits best in your schedule.

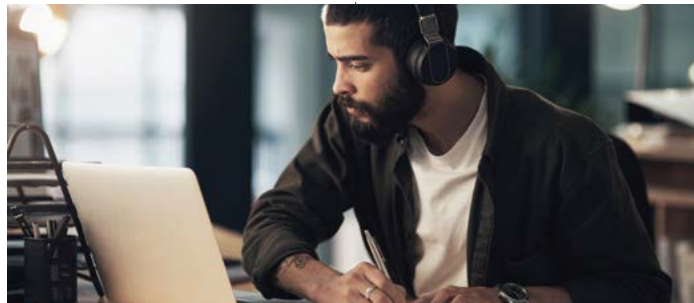


DO IMPORTANT THINGS FIRST

When planning, note the tasks that weigh most heavily on your mind or have strict deadlines. Complete those first so the stress does not linger. Doing essential tasks first also makes use of what are often the most productive hours for most people, which is first thing in the morning.

IF IT CAN BE DONE IN 5 MINUTES OR LESS, DO IT RIGHT AWAY

Managing all the little things that pop up can add significant strain on your mental capacity. If it's something you can quickly complete, do it right away. The more things you keep off your mind, the less mental weight you have to carry around.



IDENTIFY DISTRACTIONS

Minimize things that distract you and interfere with productivity. This could be the TV, your phone, social media, or chatty co-workers or friends. Set up "guard rails" to protect your productive time. This could mean setting quiet hours on your phone, closing the door to your office, or removing social media apps.



BREAK UP LARGE TASKS

Facing a large task can feel overwhelming. When you plan your day or week, break up big tasks into manageable chunks. Instead of focusing on the whole thing at once, set aside time to complete it piece by piece so each part feels doable as you make progress on the large task.

GIVE YOURSELF BREAKS

When you feel rushed or overburdened, you're more likely to exhaust yourself trying to get everything done. But this will likely just compound your stress. Plan break times in which you allow yourself to rest and not think about your to-do lists for a while.

Communicate so others will listen

Communication skills are one of the most important factors in job success. The ability to listen, understand, and effectively share information is critical to productive and supportive working relationships.



BE AN ACTIVE LISTENER

Listen with purpose and intention without focusing on what you plan to say next. Keep an open mind and focus on the content of what is being said, not the delivery. Try to keep emotions in check.

ASK AND ENCOURAGE QUESTIONS

The goal of every interaction is to create understanding and cooperation. Don't assume you know what someone means or that they always get what you're saying. Ask clarifying questions and welcome questions from others.



BODY LANGUAGE

Notice how body language, both your own and others, influence communication. Be aware of how hand movements and posture signal either openness or annoyance. Use your body language to project confidence and ease.

DO NOT:

Interrupt, pass judgment, argue, respond emotionally, name call, change the subject, advise (unless asked to), or criticize. These tactics shut down communication and build an environment of distrust. Even when it's difficult, stay calm and focus on listening.



THE RIGHT MEDIUM

While in-person communication is often the most effective, email or text are sometimes appropriate. Be mindful of others' time and choose the medium that is most appropriate to what needs to be conveyed.

DO:

Maintain eye contact, use a confident voice, summarize what you hear the other person saying, allow for pauses without rushing to fill the silence, and be flexible. Effective communication takes practice and a willingness to learn and grow.