



Coordinator's Manual

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Motivate to Move

Created by
New Hampshire Celebrates Wellness

Coordinator's Manual

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Program Overview

Program Goal

To improve the health of employees by increasing their activity level to a minimum of 30 - 60 minutes of moderate to vigorous physical activity 5 days a week.

Program Summary

Motivate to Move – a registered program of *NH Celebrates Wellness* – is an 8-week wellness program designed to increase physical activity among individuals / employees for overall better health. Motivate to Move is ideal because it recognizes that everyone is different. The program is structured to meet the needs of all people – from those that are thinking about being more active to people who are physically active every day. The program encourages individuals to set their own goals based on their physical activity status. Motivate to Move uses the team approach. Being part of a team provides encouragement and motivation.

Rationale

Physical inactivity is one of the leading risk factors for most chronic diseases, such as heart disease, high blood pressure, cancer, obesity and type 2 diabetes. Each year, an estimated 365,000 deaths are attributed to physical inactivity and poor diet¹.

Approximately 129 million adults in the United States are currently overweight and obese, which costs the nation anywhere from \$69 billion to 117 billion each year. Public and private employers are shouldering much of these costs in the form of health insurance and lost productivity².

According to the Centers for Disease Control and Prevention, only 25% of American adults achieve the recommended 30 - 60 minutes of physical activity on most days of the week.

¹Makdad, A. H., Marks, J.S., Stroup, D.F., & Geberding, J.L., (2005). Correction: Actual causes of death in the United States, 2000. *Journal of the American Medical Association*, 293, 293-294.

²Centers for Disease Control and Prevention. (2005). Physical activity and good nutrition: Essential elements to prevent chronic diseases and obesity 2005. http://www.cdc.gov/nccdphp/cag/pdf/aag_dnpa2005.pdf



Program Highlights

Marketing

- ◆ Posters and Flyers to promote **Motivate to Move**.
- ◆ Tools including daily & weekly tip sheets and ideas for keeping participants motivated.

Coordinator Resources

- ◆ Suggestions for gaining management support and recruiting your planning team.

Computer Data Collection

- ◆ Excel spreadsheet to input participant's data.
- ◆ Spreadsheet includes calculations to make data reporting easy.

Evaluation

- ◆ For each participant to complete at the end of the program to gather hard data on program success.

Program Forms

- ◆ Registration, Participant Packet, Activity Logs, and Progress Chart



Coordinator Responsibilities

A worksite coordinator within participating organizations will:

1. Communicate with management to solicit support
2. Recruit leaders from various departments to assist in implementing **Motivate to Move**
3. Promote the program within the workplace and recruit participation
4. Distribute educational and program materials
5. Collect registration / evaluation forms
6. Organize events and activities
7. Provide incentives for participants (optional)
8. Submit Data Summary Log to _____

All program forms and educational materials are included in this manual. They are designed to be easily reproduced and adapted for a variety of workplaces.

[End of Section 1]



Coordinator's Timeline and Checklist

Preparing For Motivate to Move

4 weeks prior:

- Solicit management / administration support
- Recruit volunteers to help plan the program
- Determine a budget and obtain incentive prizes

3 weeks prior:

- Hold planning meeting with volunteers
- Recruit Team Captains (if applicable)
- Train Team Captains
- Begin promoting **Motivate to Move**. Hang posters, publish newsletter article, send recruitment email / distribute Registration Form titled **"Motivate to Move – Registration and Physical Activity Sheet"** (Section 4)

2 weeks prior

- Collect registration forms.
- Insert participant's names into Excel Spreadsheet or manually onto the *Data Summary Log*. Indicate their "Physical Activity Status" in column E-1.

1 week prior

- Hold initial meeting to distribute the *Participant Packet* (Section 3), review the program, and answer any questions.
- Remember Participant's packet includes: Participant Guide, Activity Log, and Get Ready to Go sheet that corresponds with their activity status (activity status number is derived from Physical Activity Log II – Level of Physical Activity 5 statements for participant to check one):
 - Status 1 receives "Is it time to take action"
 - Status 2 & 3 receives "Fitting in Physical Activity"
 - Status 4 & 5 receives "Staying on Course"

Kick-off Motivate to Move!!!

1st – 4th Week

- Conduct activities & keep participants motivated
- Keep management/administration updated
- Distribute or email daily (for the first 10 weekdays) and / or weekly health tips (Section 5)
- Collect Activity Log – 1 (If possible offer an incentive drawing to encourage this collection.)
- Distribute new activity logs. Encourage participants to set a new goal.
- Optional: post midpoint results on the number of participants who reached their weekly goal.

5th – 8th Week

- Keep participants motivated
- Distribute or email weekly health tips

1 week post

- Collect activity logs and record ending “Physical Activity Status” in column E-2 on the Excel Spreadsheet or manually onto the *Data Summary Log*. Also record the number of weeks the participants reached their goal.
- Distribute, collect, and tally *Evaluations* (Section 3)
- Calculate final data using the Excel Spreadsheet or manual calculations.
 - ◆ Optional: Give each individual their % increase over the 8 weeks
 - ◆ Optional: Post final results
- Begin planning celebration party!

By 1 month post



Step 1

Getting Management Support & Participation

As with all workplace programs, senior management / administration support is critical. It encourages people to participate in the program and can help create a workplace environment where physical activity is part of the daily routine. When soliciting their support, it is essential to communicate early. Answer these questions when presenting **Motive to Move**:

What is Motivate to Move?

An 8- week program designed to increase physical activity among employees for overall better health.

Why promote employee health?

Physical inactivity and unhealthy diet are two of the leading risk factors for most chronic diseases. These risk factors are expected to coast the nation anywhere from \$69 billion to \$117 billion each year, and these cost are expected to increase continuously.

The majority of these costs are being shouldered by both private and public employers in the form of lost productivity and health insurance.

Thus, a healthy workforce can improve the bottom line of a business.

Why is Motivate to Move the right program for us?

- Low cost
- Researched based
- Reduced absenteeism
- Complete and User-friendly
- Inclusive
- Better employee relations/morale
- Finite commitment
- Fun
- It works!

Benefits to Staff

- Better health
- Less tension and stress
- Enhanced self image
- More energy
- Weight management
- Increased productivity

How can management show support?

- Top management should be visible supporters of **Motivate to Move**.
- Management representation at planning meetings
- Management leads kick-off and celebration events
- Letter, e-mail or newsletter article encouraging participation

What resources will be needed?

- Staff person to coordinate the program and events
- Time for volunteers to meet, plan and coordinate
- Time for participants to attend the program events
- Budget for promotional and educational materials
- Money, rewards and/or donations to be used for incentives

I have their support... Now what?

Maintain Communication with Management

Keeping management up-to-date on the program activities enables them to give support and better understand the program's impact. You may want to report the following:

- Important dates, including the kickoff, motivational activities and ending celebration
- The number of participants in the program
- Midpoint percent increases, and final percent increases. Share the summary of the evaluations with them
- Anecdotal information, including success stories, how departments have been affected, morale boosters, etc.

Sample Letter to Management

Customize the content in this letter using information unique to your workplace.

Dear [Management],

I recently went to a training to learn how to implement a new wellness program called **Motivate to Move** at our workplace. I am excited about this opportunity and the positive effect it will have on our employees. For **Motivate to Move** to truly make a difference, it needs your support and participation.

Research has shown that promoting health and fitness at the workplace can help reduce absenteeism, lower healthcare costs, improve employee morale, reduce employee turnover and enhance employee recruitment.

Motivate to Move – a registered program of NH Celebrates Wellness – is an 8-week wellness program designed to increase physical activity among employees for overall better health. Motivate to Move is ideal because it recognizes that everyone is different. The program is structured to meet the needs of all people – from those that are thinking about being more active to people who are physically active every day. The program encourages individuals to set their own goals based on their physical activity status. Individuals are encouraged to work towards 30 – 60 minutes of moderate to vigorous physical activity per day. This meets the established guidelines for physical activity set by the Surgeon General. This research-based program is based on a highly successful worksite wellness program developed by the Centers for Disease Control and Prevention (CDC).

Motivate to Move uses the team approach - this team building aspect of Motivate to Move promotes camaraderie across all job functions, increasing job satisfaction and employee morale.

Research has also shown that the most successful worksite wellness programs have management / administrative support. I look forward to discussing the details of the program with you soon. The program will begin on [DATE]. Promotional activities will begin 3 weeks prior. I will call you next week to schedule a time when we can meet. If you have any questions in the meantime, please call me at [Phone #].

Thank you,

[**Motivate to Move** Coordinator]



Management Tool

Overview

- Motivate to Move** – a registered program of *NH Celebrates Wellness* – is an 8-week program designed to increase physical activity among employees for overall better health.
- Motivate to Move**, based on a program developed by the Centers for Disease Control and Prevention (CDC), can be customized for each individual's readiness to change and their personal activity status.

Benefits to our Workplace

Over the past 15 years much research has been done on worksite health promotion programs and their benefits to companies. Some benefits include:

- Better employee relations and morale
- Reduced absenteeism
- Enhanced recruitment and retention of healthy employees
- Lower health care costs

Benefits to the Staff

- Better health
- Less tension and stress
- Enhanced self image
- More energy
- Weight management
- Increased productivity

Features – Program Comes With

- Ready-to-copy program forms
- Posters and flyers to promote **Motivate to Move**
- Daily and weekly motivational health tips
- Excel Spreadsheet that calculates participation data

What You Can Do For Us

- Support the program through active participation & positive talk
- Appoint a member of management to our planning group
- Encourage staff to support and participate in the program
- Actively participate in kick-off & celebration events
- Issue a memo, newsletter article, or email message supporting the program



Step 2

Recruit Volunteers

Now that you have management support, you can get started on planning and implementing **Motivate to Move**. Especially in large organizations, volunteer leaders are vital to the program. Leaders will be responsible at varying levels including:

- Planning and Promotion of **Motivate to Move**
- Encouraging employees to sign up and participate
- Promoting competition between teams/departments (optional)
- Obtaining incentive prizes
- Coordinating motivational activities and ending celebration

Identify Potential Volunteers

It is ideal to have a small planning group of 5 – 10 people to take the lead on overall promotion and planning. Recruit people who communicate well and are enthusiastic about the program's objectives.

Consider representation from various employee groups including administration, teachers, labor, top management, and middle management. Also consider support staff from the following areas:

- Communications / Marketing / Public Relations
- Medical / Health Education Department
- Workplace Cafeteria / Food Service
- Human Resources
- Information Technology

Recruit Identified Volunteers

Approach potential volunteers by phone, email, mail or face to face. Review the goal of **Motivate to Move**, and then describe the work and time involved in organizing the program. Let the volunteer know that he or she has been identified because of their leadership skills and enthusiasm about physical activity. Providing incentives for volunteers can also help when recruiting. If you can get management to donate funds some suggested incentives include healthy snacks / lunch at planning meetings or other incentives such as hats, socks, sunscreen, etc.



Step 3

Hold Planning Meeting for Volunteers

Arrange for the planning group to meet and plan **Motivate to Move**. Keep in mind that these are volunteers and their time is valuable. Limit the meeting to 1 hour and provide refreshments if possible. Come to the meeting with a basic plan for the program and generate additional ideas from the group. Here is a sample agenda to use as a guideline:

- ❑ **Introductions** (5 minutes)

- ❑ **Program Description** (10 minutes)
 - ◆ Describe **Motivate to Move** and the program goal including weekly goal setting, daily (first 10 workdays) and weekly health tips, and tracking the data in the Excel Spreadsheet.

- ❑ **Brainstorm** (20 minutes)
 - ◆ Discuss strategies for promotion, possible events to increase physical activity, and gathering incentive prizes.

- ❑ **Break out** into subcommittees if needed (15 minutes)
 - ◆ Describe subcommittee responsibilities: promotion/marketing, events, incentives, data collection, and evaluation.

- ❑ **Conclude** the meeting (5 minutes)
 - ◆ Ask the volunteers if any of them would like to be Team Captains, and/or have them nominate individuals they think might be appropriate. (Step 4)
 - ◆ Review next steps and schedule a follow-up meeting if needed.



Volunteer Tool

Overview

- Motivate to Move** – a registered program of *NH Celebrates Wellness* – is an 8-week program designed to increase physical activity among employees for overall better health.
- Motivate to Move**, based on a program developed by the Centers for Disease Control and Prevention (CDC), can be customized for each individual's readiness to change and their personal activity status.

Benefits to our Workplace

Over the past 15 years much research has been done on worksite health promotion programs and their benefits to companies. Some benefits include:

- Better employee relations and morale
- Reduced absenteeism
- Enhanced recruitment and retention of healthy employees
- Lower health care costs

Benefits to the Staff

- Better health
- Less tension and stress
- Enhanced self image
- More energy
- Weight management
- Increased productivity

Features – Program Comes With

- Ready-to-copy program forms
- Posters and flyers to promote **Motivate to Move**
- Daily and weekly motivational health tips
- Excel Spreadsheet that calculates participation data to be forwarded to NH Celebrates Wellness for inclusion in state-wide statistics

What You Can Do For Us

- Help plan and support **Motivate to Move**
- Encourage employees to sign up and participate
- Promote competition between teams/departments (optional)
- Obtain incentive prizes
- Coordinate kick-off, motivational activities and ending celebration



Step 4

Recruit Team Captains

The Team Captain's role is pivotal to the success of this program because they will provide the one-on-one guidance and motivation for participants. Depending on how your company is organized, it is ideal to select an individual (or two) from each department, division, site or section to be a liaison for their "team" of 15 – 30 employees. The Team Captain should be an enthusiastic volunteer who demonstrates formal or informal leadership skills.

Hold a short training for Team Captains. Limit the training to 30 minutes.

- Distribute the handout "Team Captain Guide" as an outline for this meeting.
- Walk them through the program while explaining their role and responsibilities.
- Distribute "Suggestions to Keep Your Workplace Motivated" handout and discuss ideas that would work at your workplace.

Incentives help. If possible, as previously stated, if you can get management to donate funds it would be great to show Team Captains that you appreciate their commitment with some kind of incentive. Good team captain incentives are listed on page 16 in this section of the manual.



Team Captain Guide

Thank you for being a **Motivate to Move** Team Captain. Time, and time again, worksite wellness participants cite the “support they received from their co-workers” as the reason they were able to succeed. Your leadership and enthusiasm will make the **Motivate to Move** program a success for you, your co-workers and our workplace.

About Motivate to Move

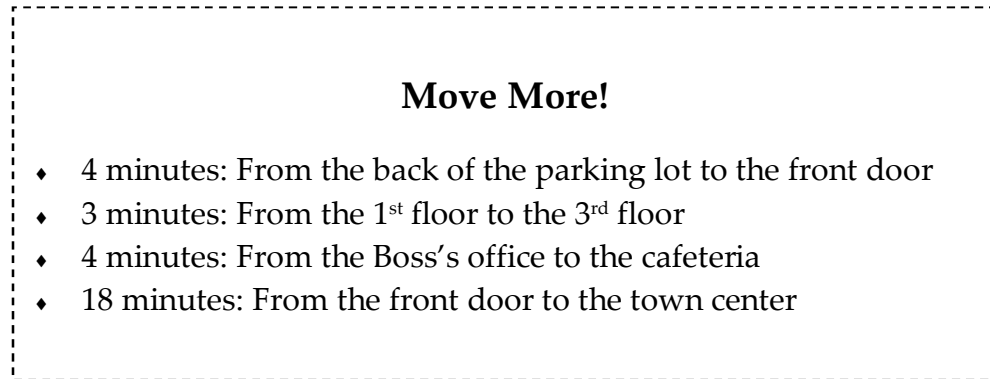
Motivate to Move – a registered program of *NH Celebrates Wellness* – is an 8-week wellness program designed to increase physical activity among employees for overall better health. **Motivate to Move** is ideal because it recognizes that everyone is different. The program is structured to meet the needs of all people – from those that are thinking about being more active to people who are physically active every day. The program encourages individuals to set their own goals based on their physical activity status. The **Motivate to Move** program includes educational handouts, weekly tips on fitness, incentive prizes, and other activities to keep us all motivated. **Motivate to Move** uses the team approach. Being part of a team provides encouragement and motivation.

Team Captain Responsibilities

1. Encourage employees to sign up and participate in **Motivate to Move**.
2. Make weekly contact with your team members to keep them motivated.
3. Distribute and collect program participation forms.
4. Inform everyone on your team that you are his or her “Team Captain” for **Motivate to Move**. Congratulate them for participating.
5. Collect data from team members.
6. Stay in contact with the Program Coordinator and keep your “team” informed about ongoing activities and paperwork deadlines.
7. Keep everyone motivated to stick with the program. (See “Suggestions to Keep Your Workplace Motivated” Handout)

Suggestions to Keep your Workplace Motivated!

- Create a poster to hang that states the average time it takes to and from different places at your workplace. Here are some suggestions:



- Post a trivia contest or riddle on a poster in the stairwells. Participants can enter their guess into a raffle.
- Schedule weekly meetings for participants to get together. You could present information on a health/wellness topic (5-10 minutes), and then take the group out for a walk. Or have walking meetings!!!
- Arrange "Lunch 'n Learns" where people come together to eat their lunch and learn about a wellness topic.
- Hang a sign at the elevator saying "Consider using the stairs – you can add to your physical activity!" Be creative! .
- Plan team walks during breaks or lunchtime.
- Coordinate a healthy recipe exchange.
- Set up buddy systems / partnerships among team members – they can motivate each other!
- Participate in a charity walk as a team.
- Arrange for an exercise class to be given at your worksite.
- Pledge to use the stairs instead of the elevator.
- Set goals to explore your city/town by walking using trails, bike paths, etc.
- Have a central bulletin board where participants can check in for updates.



Team Captain Tracking Form

Team Captain Name & Ext.: _____

Participant Name	Registration & Physical Activity Form Due	Reassessment of Personal Goal End of Week 4	Physical Activity Log Due	Evaluation (optional) Due
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



Ideas to Enhance...

Motivate to Move

Make the workplace more walking-friendly

- Make stairwells clean, safe, and more attractive.
- Make the walk from the back of the parking lot pleasant.
- Map out walking routes around the building.
- Map out inside walking routes for inclement weather.
- Management supports walking and is walking too!
- Consider replacing a soda vending machine with water
- Keep sidewalks shoveled in the winter.
- Set aside a closet or room for wet umbrellas, shoes and rain gear.

Department Competition

- Provide an incentive for the department / team with the highest % for reaching their weekly/monthly goal.
- Hang charts noting different department's progress as a visual motivator.
- Creatively name your teams for friendly competition.

At-Work Activity / Walking Program

- Organize an outing to go hiking, biking, kayaking, cross-country skiing, or sign up to do a fundraiser walk. Arrange to have an activity brought to your workplace such as swing dancing, Nia, Yoga, Pilates, or kickboxing.
- A weekly or daily walking program provides social support and momentum. If there is interest, arrange a meeting place and a time for employees to meet and walk. Announce it in an e-mail or a poster. They will motivate each other to meet their weekly step goals, while perhaps making new friends.
- Check with your health insurance carrier to see if they offer rewards for participating in an onsite-physical activity program.



Beyond Motivate to Move

Policy Development

- One way to show management support and allow for employees to increase their physical activity is to develop policies to support employees' efforts to increase their daily activity. Incorporate these policies into the employee handbook, or workplace policies and procedures.
- Policies may include offering flexible schedules, providing reduced or free membership at a fitness club, installing showers and/or fitness facility on site for people who exercise during their lunch break.
- A policy statement can be as simple as: "[Workplace] is dedicated to providing a healthful, supportive and productive work environment for our employees. Therefore, employees are entitled to flex their hours during the workday to allow for time to exercise as long as they work a complete day and get their work done."

Build it into the workday

- In settings where a rigid schedule in the workplace is necessary-such as an assembly line or answering phones-walking breaks can be scheduled into the day. If in accord with your company policy, bonus breaks specifically for walking / physical activity can be offered. The lost minutes far outweigh the increased satisfaction, effectiveness, and health of the employees who choose to walk.

Give away vacation days

- How would you like to earn a day of paid vacation for every 100 hours of exercise you log? Some workplaces realize that active employees are much healthier and happier and will let you earn extra vacation time for your exercise efforts.



Incentive Ideas

Incentive prizes have been proven to be effective in maximizing participation in health promotion programs such as **Motivate to Move**. You might be surprised at how many companies will donate prizes to you for free. Use your own creativity to promote, distribute, and make the prizes appeal to the employees at your workplace.

Distribution Ideas

- Weekly drawing for all participants
- Participants who answer riddle / trivia question in the stairwell or back of the parking lot can enter into a weekly raffle drawing
- Participants that have reached their weekly goal after 4 weeks and 8 weeks wins a grand prize, or a chance for a great raffle prize, or is highlighted in the newsletter.
- Department / Team with the highest % of employees reaching their goals 4-weeks, 8 weeks
- Regardless of how you choose to distribute prizes, it is always nice to give all participants who complete **Motivate to Move** a prize

Collecting Prizes

- Have the planning team solicit local businesses to gather prizes
- Ask management for funds to purchase prizes

Prize Ideas

- | | |
|--|--|
| <input type="checkbox"/> Reflective arm bands | <input type="checkbox"/> Massage |
| <input type="checkbox"/> Restaurant gift certificate | <input type="checkbox"/> Movie passes |
| <input type="checkbox"/> The day off | <input type="checkbox"/> Company products (if appropriate) |
| <input type="checkbox"/> Theater tickets | <input type="checkbox"/> Grocery Store gift certificate |
| <input type="checkbox"/> Gym bag,, t-shirts, socks | <input type="checkbox"/> 1-month fitness center membership |
| <input type="checkbox"/> Power bars, sunscreen | <input type="checkbox"/> Case of spring water |

Big Ticket Items

- Ski lift tickets
- Weekend stay at a resort
- Walking shoes
- Walking poles

[This will be a copy of the data sheet]

[This will be the second copy of the
data summary log]



Brainstorm Ideas About...

Getting Management Support

Examples:

- Ask management to take part in Motivate to Move
- Ask for their suggestions on picking team captains in each dept.
-
-
-
-
-
-
-
-

Recruiting Volunteers/Team Captains

Examples:

- Provide recognition for those involved
- Find the natural cheerleaders
-
-
-
-
-
-
-

Marketing and Promotion of MtM

Examples:

- Wall displays/bulletin boards with information on MtM
- Put weekly tips in paychecks
- Give everyone separate folder with their name on it so they can collect all material in an organized fashion.
-
-
-
-

Distributing Forms/Paper Work

Examples:

- Email works best
- Copy all paperwork ahead of time
-
-
-
-

Keeping People Motivated

Examples:

- Incentive prizes (Frisbees, water bottles)
- Have food at meetings!
- Raffles for people at meetings
-
-
-
-

Incentives

Examples:

- Get a store to donate a great prize and include their logo on the promo material
- Take “leftover” company incentives and add the MtM logo
-
-
-
-
-

[End of Section 2]



Participant Materials Overview

Registration Form

Participant Packet

- Welcome
- Physical Activity Readiness Questionnaire
- Activity Log – Part I and Part II
- Motivational Sheets - corresponds w/ activity status
 - “Is it Time to Take Action”
 - Status 2 & 3 – “Fitting in Physical Activity”
 - Status 4 & 5 - “Staying on Course”

Upon completion of Registration:

- ✓ Input the data in your Excel Spreadsheet or Data Summary Log

Upon completion of Week 4:

- ✓ Collect weeks 1 – 4 Activity Log – award prizes
- ✓ Distribute new Activity Logs and encourage new weekly goals

Upon completion of Week 8:

- ✓ Collect Activity Log & input the data in your Excel Spreadsheet or Data Summary Log – award prizes
- ✓ Distribute, collect, and tally Evaluations



Welcome

Congratulations on making the commitment to increase your daily physical activity. We know you will find Motivate to Move to be fun, motivating and easy to follow. Here is a guide to go by as you participate in Motivate to Move.

This Motivate to Move packet includes:

Setting Your Goal

Consider the amount of physical activity in your daily life and set a realistic goal based on that. Keep in mind the US Surgeon General recommends 30 – 60 minutes of moderate to vigorous physical activity on most, if not all, days of the week.

Your goal should be reasonable AND achievable. Challenge yourself enough so that you notice a positive change, but not so much that you can't accomplish your goal.

For example, if you are not currently active, we recommend 10-minute sessions 2-3 days per week. If you are already active, challenge yourself by increasing the duration, intensity or frequency of physical activity.

- Activity Log
- Self-assessment: *Is Physical Activity Safe for Me?*
- An educational handout

1. **Set a Goal** - At the top of your Activity Log write your personal goal based on your current level of daily physical activity. Your goal will include the number of days and length of time you will engage in moderate/vigorous physical activity.
2. **Record your Physical Activity** - Starting on the first day of the program keep track of your personal physical activity goal by recording activity or ✓ the days you reach your goal.
3. **Receive Weekly Tips** - Each week you will receive a tip on physical activity, nutrition or health.
4. **Win Prizes** - If you reached your goal at the end of the week, give yourself a ✓ in the "Goal Reached" column. If you reach your goal 6 of the 8 weeks you will qualify for prize drawings.
5. **Turn in Activity Logs and Evaluations** - You will receive two activity logs. At the end of week 4, turn in your activity log. Now it is time to set new goals for the last 4 weeks of the **Motivate to Move**. Upon completion of the 8th week please complete your activity log and evaluation and submit them to your Team Captain or Program Coordinator.
6. **Keep on Moving** - This is only the beginning of a lifetime of being active! Continue to set new goals to increase activity.

Physical Activity Readiness Questionnaire

~ A Self-Assessment of Your Readiness to Exercise ~

.....
This is a self-assessment and will not be collected by the **Motivate to Move** Coordinator.

For most people physical activity should not pose any problem or hazard. This self-assessment has been designed to help identify adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them. Use of this form provides no guarantee that you are in suitable condition for this program. If you have any questions or reservations of any kind about your ability to increase your level of physical activity, you should consult with your physician. Remember, this is a start, and in your own circumstances other questions of yourself may also be appropriate. Check Yes or No for each question as it applies to you.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you feel pain in your chest when you do physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In the past month, have you had chest pain when you were not doing physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you lose your balance because of dizziness or do you ever lose consciousness? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Has your doctor ever said your blood pressure was too high? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you have a bone or joint problem that could be made worse by a change in your physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Do you know of <u>any other reason</u> why you should not do physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Are you over age 65 and not accustomed to vigorous exercise? |

If you answered YES to one or more questions:

If you have not recently done so, consult with your personal physician by telephone or in person before increasing your physical ability and/or taking a fitness assessment. Tell your physician what questions you answered "yes" to on this self-assessment or present a copy of this form.

After medical evaluation, seek advice from your physician as to your suitability for restricted or unrestricted physical activity – starting off easily and progressing gradually.

If you answered NO to all questions:

If you answered this self-assessment accurately, you have reasonable assurance of your present suitability for participation in **Motivate to Move!** A gradual increase in proper exercise promotes good fitness development while minimizing or eliminating discomfort. Answering no to all questions is no guarantee of your suitability for this program. It is always best to consult your physician first before beginning any exercise program.

Postpone your fitness routine if you have a temporary minor illness, such as a common cold, or are pregnant.

NOTE: Informed Use of the PAR-Q: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

"Reprinted from the 1994 revised version of the Physical Activity Readiness Questionnaire (PAR-Q and YOU). The PAR-Q and YOU is a copyrighted, pre-exercise screen, owned by the Canadian Society for Exercise Physiology."



Physical Activity Log - Part II

Name

Team Name

You're halfway there! If you have any **Motivate to Move** questions call/e-mail _____

At this point in the program, it is time to look at your goal and make changes if needed. Has your goal been attainable over the past four weeks? Can you challenge yourself more? Your goal may stay the same or be adjusted to increase or decrease the number of days or the amount of time you are active.

Over the next 4 weeks, I will engage in moderate to vigorous physical activity _ minutes per day, ___ days per week.

	S	M	T	W	TH	F	S	Goal Met (√)
Week 5								
Week 6								
Week 7								
Week 8								

Please read the following five statements and check the one that best describes your level of physical activity at the end of "Motivate to Move."

- 1.) I don't exercise or walk regularly now, and I don't plan to start in the near future.
- 2.) I don't exercise or walk regularly but have been thinking about starting.
- 3.) I'm doing light/moderate physical activities fewer than 5 times a week, or vigorous activities fewer than 3 times a week.
- 4.) I've been doing moderate physical activities 5 or more times a week, or vigorous activities at least 3 times a week, for the last 1-6 months.
- 5.) I've been doing moderate physical activities 5 or more times a week, or vigorous physical activities at least 3 times a week, for 7 months or longer.

Submit your completed activity log to your team captain or program coordinator at the completion of your last week.

Thank you for participating and KEEP MOVING!

Is it time to take action?

Recent studies show that physically active people are less likely to die from a heart attack and certain types of cancer. Active people are less likely to be obese, to develop type II diabetes and to lose bone mass. Both men and women can benefit from physical activity.

So, how much physical activity is enough?

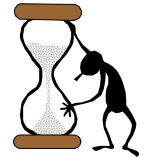
People can get significant benefits by doing a moderate amount of physical activity on most, if not all, days of the week. Moderate activity includes:

- brisk walking
- slow cycling
- tennis
- raking the leaves
- dancing
- vigorous housework

By putting at least 30 minutes of activity into each day, you can improve the quality of your life. Some studies have shown that cardio respiratory (heart and lung) fitness gains are about the same whether physical activity occurs in several short sessions (*e.g. three 10-minute sessions or two 15-minute sessions*) or in one 30-minute session, as long as the same total amount and intensity of activity occurs.

Common excuses for not moving just don't stand up!

"I don't have time." All it takes is 30 minutes -- 10 minutes during a break, 10 minutes during lunchtime and 10 minutes before or after work.



"I can't afford it." You don't have to join a gym. Just walk, use the stairs, work in the yard, and play with the kids.

"I don't like to exercise." Find things you do enjoy, like bike riding, swimming, gardening and mall walking.

"I'm too old." You're never too old to be active. In fact, the older you are the more important physical activity becomes.

"I'm too tired." Take the first step. Physical activity actually increases your energy level.



Pros and Cons of Physical Activity

Possible PROS

- Feel better
- Look better
- Sleep better
- Lose weight
- More energy – Less stress
- Greater stamina
- Improve health
- Reduce chance of injury
- Live longer – Healthy aging
- Live better!

Possible CONS

- Time commitment
- Don't know how
- Fear of failure
- Fear of soreness
- Fear of injury
- Don't have proper shoes

Fitting in Physical Activity

You're thinking about becoming more physically active. But taking that first step seems soooooo hard.

If physical activity is new to you, you'll need to develop some new skills that make it easier. You'll still have struggles, but with each success your confidence will grow. Eventually being active will feel natural and become something you look forward to each day.

Here are some tips to get on the road to a physically active life.

➤ **Set Realistic Goals** – Consider how much physical activity you have in your life now and decide how much you would like to have. If you've been inactive for a long time, set short-term goals like, "I'm going to walk around the block at lunchtime at least four days a week". Set a date and record progress. When you reach your goals, set new ones.

➤ **Be Prepared** – Most people experience some disruptions in their routines such as illness, injury, job or family responsibilities, and vacations. Accept that these things happen, and plan to get back on track as soon as you can.

➤ **Just Do Something** – When it comes to physical activity, doing something is better than doing nothing. On those days when your schedule makes following your regular exercise routine impossible, find a few minutes for yourself and do what you can. You'll feel better, and you'll probably be more productive.

➤ **Invite a Friend** – Many people enjoy physical activity more when they exercise with a friend.



Create Ways to be Active!



At Home

- Work faster than your normal pace when doing housework and yard work.
- Walk or ride a bike when going to a friend's house, local store, post office, bank or library.
- After dinner, go for a walk instead of plopping down in front of the television.

At Work

- Arrive early, get a parking space as far from the entrance as possible, and walk around the block.
- Start a noon power lunch group. Meet daily for a 10-minute walk.
- Schedule a conference room for a morning break of jitterbug classes.



At Play

- Play active games when you picnic or go to the park.
- Arrive early for sporting events, and take a 10-minute stroll around the grounds.
- Go dancing or skating rather than to a movie.
- When shopping at the mall, allow extra time for a 10-minute walk before or after your shopping spree. Better yet, plan a walk before *and* after.

What Gets You Going?

Physical activity should be fun. It's human nature to continue doing things we enjoy, and to stop doing things we don't. Do you enjoy your activity? If not, change what you are doing now to make it fun.

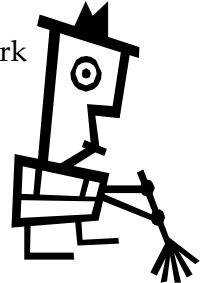
- Walk or jog a new route.
- Exercise with a friend.
- Listen to your favorite music while you exercise.
- Check out an audiotape of a novel or nonfiction book at the library.
- Start a lunchtime walking club.
- Have a neighborhood scavenger hunt.
- Many churches, synagogues and temples have recreational facilities, exercise classes and activity clubs.

If you like indoor activities...

- Walk in the mall
- Join a fitness center
- Walk the halls and stairs of your office

If you like outdoor activities...

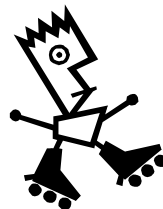
- Go for a hike
- Walk a block a day
- Cross country ski in the park
- Mow the grass
- Rake leaves
- Stack firewood
- Shovel snow



Need some more ideas?

From this list of activities, circle the ones you think you might enjoy doing. Then, find a place and time to explore them.

Aerobic Dance
Badminton
Ballroom Dancing
Basketball
Bicycling
Bowling
Canoeing
Disco Dancing
Gardening
Golf
Hiking/Nature Trail
Weightlifting
In-line Skating
Jogging
Jumping Rope
Kayaking



Martial Arts
Racquetball
Skating
Skiing
Soccer
Softball
Square Dancing
Squash
Stair stepping
Stationary Bicycling
Swimming
Tennis
Volleyball
Walking
Line Dancing
Water Aerobics



Staying on Course

Way to go! You're physically active. You've taken action – and taken responsibility for your own health and well being. Of course, you've probably had times when you were less active than you'd planned to be. Maybe your temporary setbacks were caused by illness, an injury, changes in responsibilities at work or at home, or vacation time.

Here are some ways to adjust when life throws you a curve ball.

➤ **Illness** – Use common sense and listen to your body. If you don't have a fever, light activity may help you feel better. If you do have a fever, don't exercise. And don't ignore pain. If exercising makes you uncomfortable, don't do it. If you've been inactive for several days due to illness, ease back into your routine gradually by cutting back on your activity and being patient. Your conditioning will quickly return.

➤ **Vacations and Holidays** – A change of routine can be revitalizing. But often people don't anticipate how this may affect their level of activity. Be prepared. Plan how you can stay active and use this time as opportunity to try new activities.



➤ **Injury** – Find activities that let you stay active despite the injury. If you've hurt your foot, ankle or knee try activities that focus on your upper body, like swimming or water aerobics. Being physically active usually has therapeutic value to accelerate your recovery.

➤ **Work Responsibilities** – Big Projects! Pressing deadlines! Unexpected problems! When you most need physical activity to help you manage stress, other priorities demand your time and attention. Still, try to find time each day – even if it is a few minutes – to go for a walk. A brief walk will help clear your head and give you a new perspective on your task.

➤ **Family Responsibilities** – Family time is important. If you're not happy, you can't bring happiness to others, so take care of yourself. Find activities that you and your family can do together, like walking, skating, cycling and playing ball.

Accept that sometimes you may need to adjust your exercise routine. Use these times to try new activities that may not take as much time. Here are some things you can do in 10 minutes that don't require changing your clothes.

- Walk in the hallways
- Walk outdoors
- Walk in place
- Take the stairs
- Do calisthenics
- Jump rope
- Ride a stationary bike
- Do toe raises
- Do wall push-ups
- Squeeze a tennis ball
-



Evaluation

1. Did you achieve 30 - 60 minutes of physical activity 5 days per week by week 8?
 Yes No
2. Do you feel you're in better physical condition now, than before **Motivate to Move**?
 Yes No
3. Did you find the Weekly Health Tips helpful?
 Yes No
4. Please check all that apply:
As a result of **Motivate to Move**, I
 Have more energy Sleep better
 Feel better about myself Am stronger
 Have reduced stress Lost weight
5. As a result of **Motivate to Move**, will you become more consistent with your exercise program?
 Yes No
6. What about **Motivate to Move** did you like the best?
7. What about **Motivate to Move** did you like the least?
8. If I could change one thing to improve **Motivate to Move**, it would be:

Additional Comments:

Return this evaluation to your Team Captain.
Your feedback is greatly appreciated. **Thank you.**

Name (optional): _____

[End of Section 3]



Registration and Physical Activity Survey

You are invited to take part in **Motivate to Move** - an 8-week physical activity program designed by New Hampshire Celebrates Wellness. The goal of this program is to motivate you to increase your physical activity! To get healthier! You will experience many health benefits including:

- increased energy
- weight loss
- reduced stress
- lower risk for disease
- better sleep
- improved cholesterol

Complete this form and return it to your workplace coordinator.

Yes, I want to take part in our “Motivate to Move” Program

Name:

Male

Female

E-mail:

Department:

Phone:

Current Physical Activity Status

Light/Moderate physical activity includes activities such as brisk walking, gardening, slow cycling, dancing, doubles tennis or hard work around the house. Count any activity that makes you work as hard as a brisk walking and that lasts at least 10 minutes at a time.

Vigorous physical activity includes activities like jogging, running, fast cycling, aerobics classes, swimming laps, singles tennis and racquetball. Count any activity that makes you work as hard as jogging and lasts at least 20 minutes at a time. These types of activities usually increase your heart rate, make you sweat and make you feel a bit out of breath (don't count weight lifting).

Please read the next five statements. Check the one statement that best describes your current level of physical activity.

- ___ 1. I don't exercise or walk regularly now, and I don't plan to start in the near future.
- ___ 2. I don't exercise or walk regularly but have been thinking about starting.
- ___ 3. I'm doing light/moderate physical activities fewer than 5 times a week, or vigorous physical activities fewer than 3 times a week.
- ___ 4. I've been doing moderate physical activities 5 or more times a week, or vigorous physical activities at least 3 times a week, for the last 1-6 months.
- ___ 5. I've been doing moderate physical activities 5 or more times a week, or vigorous physical activities at least 3 times a week, for 7 months or longer.



IT'S TIME TO GET PHYSICAL!

Want to reduce stress, lose weight & improve your health?

Sign up today for our exciting worksite physical activity program!

As a "Motivate to Move" participant you will:

- **Set a personal goal to increase physical activity**
- **Track your progress throughout the program**
- **Receive motivational tips on nutrition, physical activity and health**
- **Qualify to win great prizes!!!**

Contact: _____

Phone# _____

E-mail _____

Registration Deadline: _____



Subject: Want to feel great & look great?!

Increasing physical activity in your life doesn't have to be a big hassle. It can even be fun! "How?" you ask. Have we got a deal for you! Join hundreds of people in New Hampshire participating in Motivate to Move.

WHO: You!

WHAT: **Motivate to Move** -- an exciting 8 week physical activity program.

WHEN:

WHERE: Everywhere you go. You can take the stairs, take a 10 minute walk, go dancing, mow the lawn, go kayaking.....anything that gets you moving!

WHY: 1.) You will improve your health, feel great & increase energy.
2.) You will get health information
2.) You could win exciting prizes
3.) It will be FUN!

HOW: Complete the attached registration form and return it to your workplace coordinator, _____ by _____.

(Recruitment E-mail/memo)



Subject: Get Physical

There is still time to join the many employees who have accepted the challenge to be more physically active! *Motivate to Move* kicks off _____ (date) so pick up your registration form today. Don't miss out on this exciting opportunity to win prizes and improve your health!

As a participant in **Motivate to Move**, you will:

- Look at your current level of physical activity and set two 4 week goals to increase your activity levels.
- Complete an activity log recording your daily activity.
- Receive daily/weekly tips on physical activity and nutrition.
- Qualify to win prizes.

Don't delay...sign up today!

Complete the attached registration form and return it to your workplace coordinator, _____ by _____.

(Recruitment E-mail/memo II)



Sample Newsletter/Bulletin Board Ideas

Have you been thinking about increasing physical activity? Is your current physical activity routine getting stale? Well get ready... because there is a program coming to [company/organization/school] that is just for you.

Motivate to Move is an 8-week physical activity program being offered to employees within [company/organization/ school] and in other companies throughout New Hampshire. Participants will set a goal based on their current level of physical activity and keep track of their activity over the course of 8 weeks.

Just by participating, employees will qualify for prizes such as [list some prizes being offered within company/organization/school]. When they reach their goal 6 of the 8 weeks, they will be entered in a drawing to win prizes.

Many people mistakenly believe that vigorous exercise is necessary to be healthy. The quantity and intensity of physical activity necessary to improve health is within the reach of most people – 30 to 60 minutes of moderate physical activity 5 or more days of the week. Of course more intense and longer duration will in many cases provide additional benefits. AND if you're just beginning an exercise program, lesser amounts may provide some benefits as well.

Just 30 - 60 minutes of moderate physical activity can offer these health benefits:

reduce the risk of dying prematurely

reduce the risk heart disease

reduce the risk of developing diabetes

reduce the risk of developing high blood pressure

reduce the risk of developing colon cancer

reduce feelings of depression and anxiety

helps to lower blood pressure

help weight control

help build and maintain healthy bones, muscles, and joints

promote psychological well-being

**Motivate to Move will begin _____
(date). Pick up your registration form
today by calling or e-mailing**

_____.

Calories Burned per ½ Hour

Here are how many calories a 150-pound man or woman would burn by doing any of these activities for a half hour. If you weigh less you burn fewer calories; if you weigh more you burn more. Mix and match them to reach 1,000 or more per week. And remember...anything is better than nothing!

Physical Activity	Calories Burned Per Half Hour
Leisure	
Dancing, folk or square	190
Dancing, general Sports	150
Horseback riding	140
Stretching or yoga	140
Walking (4 mph)	140
Walking (3 mph)	120
Frisbee or bowling	100
Shuffleboard	100
Cooking	80
Walking, strolling	70
Sports	
Hockey or lacrosse	270
Skiing, cross-country	270
Swimming laps moderately	270
Aerobics, high impact	240
Ice/roller-skating	240
Bicycling, light	200
Jogging	240

Physical Activity	Calories Burned Per Half Hour
Soccer	240
Treadmill or stair exercise, moderate	200
Aerobics, low impact	170
Baseball or softball	170
Bicycling, stationary	170
Skiing, downhill, light	170
Calisthenics, light to moderate	150
Golf	150
Ping Pong	140
Water aerobics	140
Coaching sports	140
Weight lifting, light to moderate	100
Around the House	
Mowing the lawn (hand mower)	200
Gardening	170
Walking up stairs	170
Household cleaning, heavy (washing the car, washing windows)	150
Lawn mowing (power mower)	150
Wall or house painting	150
Raking leaves	140

10 Things to do while walking

1. Make plans (weekend, vacation, etc.)
2. Make a "to do" or shopping list
3. Analyze a recent hassle or think how you might cope better next time
4. Think of something creative
5. Daydream
6. Solve a problem, or break a big problem down into manageable pieces
7. Think of a way to eliminate/reduce one of the stressful things in your life
8. Recite a poem or a verse of scripture
9. Hum a favorite song
10. Enjoy the sights and sounds around you, and let your mind wander

Walk, don't weight

Forty-five minutes of brisk (4 mph) walking burns up about 244 calories. This translates into 25 pounds of weight (fat) loss in one year!*

*244 calories x 365 days = 89,000 extra calories burned in one year; divide this number by 3,500 to get number of pounds lost in one year. (You have to burn up 3,500 calories to lose a pound of fat.)

Keeping FITT

Whether you are a person who does physical activity regularly or someone just getting started, the **FITT** formula, which stands for **F**requency, **I**ntensity, **T**ime, and **T**ype, can help you be more physically active. You can achieve greater health benefits and enjoyment by increasing the frequency, intensity, or time of your physical activities.

F-Frequency:

Frequency is how often you do a physical activity

To help your body be healthy it is best to be physically active every day.

I-Intensity:

Intensity is related to how hard you do physical activity. How hard you breathe, how fast your heart beats, and how warm your body is all indicate your intensity level. A healthy pace may cause you to perspire, but doesn't make you huff and puff. (You should have enough "wind" to be able to talk while exercising.)

As you do more physical activity every day, you can gradually increase your intensity by walking more quickly and pumping your arms, bicycling up hills, and dancing at a fast pace

T-Time:

Time is how long you spend doing physical activity.

It is important to do fun, moderate-intensity physical activity, like brisk walking, bicycling or swimming for 60 minutes most days of the week for adults. This can be done all at once or in 10 minute intervals.

T-Type

Type is related to the type of physical activity you do.

It's important to do a variety of aerobic activities you enjoy, like brisk walking, bicycling, dancing, playing soccer, and swimming, for 60 minutes for most days of the week. As you have fun doing aerobic activities, consider adding some stretching and strength training exercises to energizing routine 2 to 3 times per week.

Coming Soon To Our Workplace...



A New Worksite Wellness Program

Increase Your Physical Activity

It's Easy and Fun!

- ✓ *Work toward increasing your physical activity to 30 – 60 minutes most days of the week.*
- ✓ *Choose which activities you want to include: swimming, gardening, walking, dancing...anything that gets you moving!*
- ✓ *Set your own goals. Maybe you'll start with walking 10 minutes per day...that is fine!*
- ✓ *Receive support from colleagues.*
- ✓ *Qualify to win prizes!*

Stay Tuned For More Information...

Coming Soon To Our Workplace...



A New Worksite Wellness Program

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- ✓ *Set your own goals. Maybe you'll start with walking 10 minutes per day...that is fine!*
- ✓ *Receive support from colleagues.*
- ✓ *Qualify to win prizes!*

Stay Tuned For More Information

[End of Section 4]

Week 1

Choose Your Game

It's important to enjoy what you're doing so you won't get bored or think of it as a chore. To choose an activity that's right for you, ask yourself:

Do you like to be social, or would you prefer time to yourself?

- Social butterflies should try activities that connect them with other people. Try to walk with friends, join a team or recreation association, or go line dancing.
- If you need time to yourself, walking, running, swimming, or gardening can give you time to reflect.

Do you need to get energized or wind down?

- For an energy boost, try aerobic activities that get the heart pumping.
- Reduce stress with activities like yoga or tai chi.

Are you goal-oriented, or do you like to stay flexible?

- If you like to feel a sense of accomplishment, choose activities where you can chart and monitor your progress like training for a run, or take up an activity with rising skill levels, like martial arts.
- For a more flexible routine, try walking or find an exercise video you can do at home.

Do you want to get away from it all or get involved?

- If you want to get away, choose outdoor activities like hiking, biking, or rollerblading.
- To get involved in the community, consider building homes for the disadvantaged, participating in charity walks and runs, helping an elderly neighbor with yard work, or tidying up a local school.

Remember – You can vary your workouts/activities depending on your mood, your day's responsibilities and your body's needs. For many folks it is planning a variety of different activities that keeps their exercise interesting, exciting and successful.

Week 2

Stretching and Flexibility

Deep stretching improves the circulatory system and facilitates blood flow to muscles, heart and brain. Stretching can also prevent injury, make every day movements easier and increase your range of motion. Flexibility will come if you stretch regularly.

Here are some tips to follow when stretching:

- Starting slowly, stretch to the point where you feel a mild tension and hold that position, without bouncing, for 20 seconds.
Exhale as you stretch; then breathe slowly and naturally while you hold the stretch.
- Listen to your body and don't overdo. Some days you will be tighter than others; don't push yourself on these days.
- Most good fitness classes have stretches both at the beginning and the end of class. Or try classes which emphasize stretching such as yoga, Pilates, ballet and tai Chi.
- Don't get old before your time; stretching may hinder the aging process.



Upper Body Stretch

- Stand with your feet slightly apart
- Place your hands on your lower back
- Lean backward a few inches
- Hold



Hip Flexor Stretch

- right foot in front of left foot
- Tightly tuck buttocks under hips while contracting abdominals
- Stretch should be felt on the front of left hip & upper thigh region
- Hold. Repeat other side



Quadriceps Stretch

- Stand with back straight & kn slightly bent; use left arm for support
- Bend right leg @ knee & grasp right ankle with right hand
- Gently lift ankle upward until you feel a slight pulling in front of right thigh
- Hold. Repeat other side



Hamstring Stretch

- Place right leg on an elevated surface such as a curb or step.
- Keeping the hips facing forward, slowly bend the left knee until mild tension is felt on the back of the right thigh.
- Hold. Repeat other side.



Shin Stretch

- Place right foot in front of left foot.
- Bend left knee, slowly dropping the hips & buttocks.
- Gently straighten the right leg until mild tension is felt on the front of the shins.
- Hold. Repeat other side.



Calf Stretch

- Stand with left leg in front & bend the knee with left foot flat on ground.
- Keep right leg behind you, with right foot flat on the ground.
- Do not lock the right knee.
- Keep left knee behind left toes.
- Hold. Repeat other side



Week 3

Exercise for Weight Control

Ads for expensive exercise equipment and special diets can make healthy living look complicated. But the truth is there's no secret to achieving the weight you want. It is as simple as balancing the calories you burn. When that doesn't happen, you gain weight.

Remember that everything you eat contains calories, and everything you do uses calories. For example, if you weight 150 pounds and are active, you need approximately 2,250 calories per day to maintain that weight, versus 1,950 calories if you are sedentary.

It helps to know that one pound of body fat equals 3,500 calories. That means that to lose one pound per week, you need to reduce your total calories by 500 per day. You can do this by eating 250 fewer calories a day, and burning an extra 250 calories through physical activity (e.g. walking 2.5 miles).

To plan the physical activity for weight loss, you'll want a ballpark idea of how many calories are burned in different activities. Here are how many calories a 150-pound man or woman would burn by doing any of these activities for **a half hour**. If you weigh less you burn fewer calories; if you weigh more you burn more. Mix and match them to reach 1,000 or more per week. And remember...anything is better than nothing!

Dancing, folk or square	190	Baseball or softball	170
Horseback riding	150	Skiing, downhill, light	170
Stretching or yoga	140	Golf	150
Walking (4 mph)	140	Ping Pong	140
Walking (3 mph)	120	Water aerobics	140
Walking, strolling	70	Weight lifting	120
Frisbee or bowling	100	Mowing the lawn (hand mower)	200
Cooking	80	Gardening	170
Hockey or lacrosse	270	Walking up stairs	170
Skiing, cross country	270	Household cleaning, heavy	150
Swimming laps	270	Mowing the lawn (power mower)	150
Aerobics, high impact	240	Wall or house painting	150
Aerobics, low impact	170	Raking leaves	140
Bicycling, light	200	Walking the dog	120
Jogging	240		
Treadmill or stair exercise	200		

Source: Adapted from the American Cancer Society and March Into May, CDC

Week 4

Walk This Way!

Of all the ways to stay fit, walking is the easiest, safest, and cheapest. It can also be the most fun: a fine day, a good companion, an attainable goal (say, a scenic spot) three or four miles away. On city streets, in the woods, or even round and round the high school track, walking is the best way to experience a landscape. If it's too rainy use a treadmill or head for the mall. After your workout, you know you've done yourself some good.

If you want to go faster

- ❑ Instead of taking longer steps, take faster steps.
- ❑ Lengthening your stride can increase strain on your feet and legs.

Swing your arms.

- ❑ Bend them at 90° and pump from the shoulder, like race walkers do.
- ❑ Swing them naturally. On the swing forward, your wrist should be near the center of your chest.
- ❑ Keep your wrists straight, your hands unclenched, and elbows close to your sides. The vigorous arm pumping allows for a quicker pace, and provides a good workout for your upper body.
- ❑ You'll burn 5 to 10% more calories!

Add some interval training.

- ❑ Speed up for a minute or two every five minutes.
- ❑ Alternate one fast mile with two slower miles.

Choose varied terrains.

- ❑ Walking on grass or gravel burns more calories than walking on a track.
- ❑ Walking on soft sand increases caloric expenditure by almost 50%.

Walk up and down hills.

- ❑ This builds strength and stamina and burns more calories.
- ❑ When walking uphill, lean forward slightly—it's easier on your leg muscles. Walking downhill can be harder on your body, especially the knees, than walking uphill, and may cause muscle soreness, so slow your pace.

Try backward walking for a change of pace.

- ❑ Even a slow pace (2 mph) provides fairly intense training.

Don't forget to set a new goal for the last 4 weeks!



Week 5

Make Moving a Family Affair!

Physical Activity is good for children and adults. It strengthens muscles, bones and joints, and it gives children the opportunity to gain confidence while having fun. Children need at least 60 minutes of physical activity every day. Playing hopscotch, tossing a ball back and forth, and dancing are some good ways for your child to be active. Some children are good athletes, but all need many opportunities to be active, including but not limited to sports.

1. Be a physically active role model and have fun with your kids.
2. Walk with your child at every available opportunity – if possible to school or to the store on errands. Take a family walk after dinner instead of watching TV or playing computer games.
3. Plan active weekends. Include biking, hiking, skating, walking or playing ball.
4. Offer to join your child in her/his favorite activity, or enroll your child in a group exercise program.
5. Include children in active chores such as dog walking, house cleaning, car washing and yard work.
6. Limit inactive behavior such as TV watching and computer time.
7. Keep TV out of children's room.
8. Give your children gifts that encourage physical activity.
9. Talk with your schools about ways to incorporate noncompetitive physical activity during the day.



Week 6

Desktop Dining....Let's Talk

Habitually eating at our desks could be hazardous to health for two reasons:

1. The Danger of Becoming Desk Potato

An abcnews.com article, "Is work making you fat?" writes of "desk potatoes." Sitting for hours at a desk without activity burns few calories. One of the major differences in our society from the past is that more of us now work in sedentary settings. Not only is it important for us to move, but when munching at our desk we often lose track of how much we are eating. Grabbing a donut here and a piece of candy there adds up!

2. Our Desks May Be One of the Dirtiest Places in the Office

While some office work ethics may seem to encourage eating at our desks, other office practices forbid desktop dining or storing food in our private work areas. We might spill on an important document or piece of equipment. Little creepy creatures might be attracted to the crumbs. Rarely do individuals thoroughly clean and disinfect their desktops. Imagine the germs on your phone, your computer mouse and your key board.

Emergency Munchies

Realistically, sometimes we need a pick-me-up and we can't leave our desks. Here are some possibilities for emergency office munchies. Include single-use plastic spoons with foods needing them. And remember to take the time to clean your space.

1. Crackers, preferably whole grain and lower in fat and sodium
2. Nuts and soynuts
3. Individual boxes of 100% juice
4. Individual serving bags of microwave popcorn
5. Single serving containers of fruit, preferable lower in sugar
6. Single serving box of milk-based pudding, preferably lower in fat
7. Small snack pack of crackers and peanut or soy butter
8. Low-fat granola or protein bar



Week 7

Top Ten

Important Reasons to Exercise:

1. Boosts energy levels
2. Helps with stress
3. Improves blood circulation throughout the body
4. Improves blood cholesterol levels
5. Manages and prevents high blood pressure
6. Helps maintain weight
7. Improves self-concept
8. Increases muscle strength and physical endurance
9. Prevents bone loss
10. Decreases depression and increases enthusiasm

Challenge: Make your own list of reasons for including physical activity in your life:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.



Week 8

Sticking to Lifestyle Changes

Establishing a consistent exercise routine is not easy. Research has taught us that it takes most people 8 – 10 weeks of practicing a particular behavior before that behavior becomes a habit, or a natural part of a person's day. Be good to yourself by working diligently to reach your activity goals/plan but remember...no one is perfect. If you miss a day or two don't get down on yourself. Everyone slips now and then. Think about what triggered your slip, and make a plan to avoid or cope with that trigger the next time. Don't just make excuses, though; get back at it!

Here are some tips that will help you stick with an exercise program:

Choose something you like to do. Make sure it suits you physically, too. For instance, swimming is easier on arthritic joints.

Get a partner. Exercising with someone else can make it more fun.

Vary your routine. You may be less likely to get bored or injured if you change your routine. Walk one day. Bicycle the next. Consider activities like dancing and racquet sports, and even chores like chopping wood.

Choose a comfortable time of day. Don't work out too soon after eating or when it's too hot or cold outside. Wait until later in the day if you're too stiff in the morning.

Don't get discouraged. It can take weeks or months before you notice some of the changes from exercise.

Forget "no pain, no gain." While a little soreness is normal after you first start exercising, pain isn't. Stop if you hurt.

Make exercise fun. Read, listen to music or watch TV while riding a stationary bicycle, for example. Find fun things to do, like taking a walk through the zoo. Go dancing. Learn how to play tennis.

Source: <http://familydoctor.org/>

Daily Tips (1st Two Weeks M-F)



Daily Tip

Set specific goals and choose variety. Rather than having general goals like "getting in shape" or "exercising more," choose concrete goals such as walking 30 minutes on Tuesdays and Thursdays, and doing stretching exercises five minutes each morning. The more variety you have, the more likely you will continue. A well-rounded exercise program that includes aerobic exercise, strength training using weights, and flexibility exercises - even when performed regularly in small increments - is key, according to the American College of Sports Medicine.



Daily Tip

How Much Activity Should You Be Doing? That depends on you. If you haven't been active, you should start with moderate activities and gradually increase the duration, frequency, and intensity as you become more fit. Work your way up to 30 minutes or more five or more days a week.

- If you are active but want to do more, increase the intensity, duration, or frequency of what you currently do. Moderate to vigorous activity for 45 minutes or more five or more days a week will increase your health benefits.
- If you are active and want to maintain your current level of fitness, try adding new activities to your routine to use different muscles and keep your interest.



Daily Tip

Incorporate fitness into your lifestyle. Begin to see exercise as an everyday opportunity. For example, use the stairs instead of the elevator, walk during lunch, or bike to work. Combine fitness with your family chores and activities, such as raking leaves or gardening.



Daily Tip

Motivate yourself. Try visualization techniques to help your motivation. Imagine yourself being in shape and how it feels. Create a vision of yourself looking fit. Rather than focusing on feeling out of shape, picture yourself feeling energized after your workout. Also, reward yourself when you meet each of your goals.



Daily Tip

Get a support system. Build a support system of family, friends, co-workers, and/or neighbors. They can help encourage you when your motivation is low. You can also exercise with someone else. Try to find a buddy who shares similar fitness interests. Many shopping malls have mall-walker programs where you can meet others.



Daily Tip

Expect setbacks and prepare for obstacles. Things like time, illness, or bad weather may occasionally get in the way. Disruptions are inevitable. Accept them and move on. If you go off your program, you can always adapt and resume. Some exercise is always better than none at all.



Daily Tip

Good Footwear is REALLY Important: Use good footwear. Wearing improper or worn-out shoes places added stress on your hips, knees, ankles, and feet—the sites of up to 90% of all sports injuries. Choose shoes suited to your activity and replace them before they wear out.



Daily Tip

"No pain, no gain" – NOT!!!! Exercise should require some effort, but pain is a warning sign you are foolish to ignore. If you have continuing pain during an exercise, stop and don't continue unless you can do so painlessly. (If the pain occurs in the chest or neck area, you should contact your physician immediately.) General muscle soreness that comes after exercise is another matter: It usually indicates that you are not warming up sufficiently or that you are exercising too long or strenuously.



Daily Tip

Warm up and cool down. Start your workout slowly for the first five minutes. Gradually increase your heart rate and core temperature. Cool down after exercising with five minutes of slower-paced movement. This prevents an abrupt drop in blood pressure and helps alleviate potential muscle stiffness.



Daily Tip

Replace fluids lost through sweating. This is particularly important in hot weather, when you can easily lose more than a quart of water in an hour. Neglecting to compensate for fluid loss can cause lethargy and nausea, interfering with your performance. Even if you don't feel thirsty, it's important to drink at regular intervals when exercising. (Thirst is satisfied long before you have replenished lost fluids.)

[End of Section 5]

Additional Nutrition and Fitness Resources

Nutrition and Fitness

American Heart Association

New England Affiliate

20 Merrimack Street,
Manchester, NH 03101
1-888-907-6933

WEB SITE: www.americanheart.org

American Cancer Society

Contact your local New Hampshire chapter @

1-800-640-7101 or

American Cancer National Headquarters

1599 Clifton Road, NE

Atlanta, GA 30329

(800) ACS-2345

WEB SITE: www.cancer.org

Nutrition

NH 5-a-Day for Better Health Program

NH Dept. Of Health and Human Services

29 Hazen Dr

Concord, NH 03301

(603) 271-4830

email: 5aday@dhhs.state.nh.us

WEB SITE: www.dhhs.nh.gov/DHHS/NHP/

National Dietetic Association

216 W. Jackson Blvd., Suite 800

Chicago, IL 60606-6995

New York, NY 10012

(212) 219-8180

WEB SITE: www.eatright.org

Nutrition Education

National Center for Nutrition and Dietetics

1-800-366-1655 Consumer Nutrition Hotline

University of New Hampshire Cooperative Extension

Hillsborough County:

Goffstown Office: 603-641-6060

Merrimack County:

603-225-5505 (Concord) or 603-796-2151

Rockingham County:

603-679-5616 or 800-248-6672

Strafford County: 603-749-4445

Belknap County: 603-527-5475

Carroll County: 603-539-3331

Cheshire County: 603-352-4550

Coos County: 603-788-4961

Grafton County: 603-787-6944

Walking Trails in NH

Bureau of Trails, State of New Hampshire

Maps of state parks highlighting trails

603-271-3254

Daily & Weekly Tips

UC Berkeley Wellness Letter, April 2001

Web MD

American Cancer Society

American Heart Association

Family Doc Organization

Food Reflections: University of Nebraska

NH Hospital Employee Wellness Team

[End of Section 6]



Motivate to Move

Ready-to-Copy Forms List

- Management Tool
- Volunteer Tool
- Team Captain Guide
- Suggestions to Keep Your Workplace Motivated
- Team Captain Tracking Form
- Ideas to Enhance
- Data Summary Log (See separate Excel document on website)
- Total Data Summary (See separate Excel document on website)
- Welcome!
- Par-Q
- Activity Log
- Handouts Related to Physical Activity Status
- Evaluation
- Registration Form
- Poster
- Sample Bulletin Board/Newsletter Information Sheets
- Payroll Insert
- Tip Sheets 1-8 [See Section 5]
- Daily Tips 1 – 10 (optional) [See Section 5]



Management Tool

Overview

- Motivate to Move** – a registered program of *NH Celebrates Wellness* – is an 8-week program designed to increase physical activity among employees for overall better health.
- Motivate to Move**, based on a program developed by the Centers for Disease Control and Prevention (CDC), can be customized for each individual's readiness to change and their personal activity status.

Benefits to our Workplace

Over the past 15 years much research has been done on worksite health promotion programs and their benefits to companies. Some benefits include:

- Better employee relations and morale
- Reduced absenteeism
- Enhanced recruitment and retention of healthy employees
- Lower health care costs

Benefits to the Staff

- Better health
- Less tension and stress
- Enhanced self image
- More energy
- Weight management
- Increased productivity

Features – Program Comes With

- Ready-to-copy program forms
- Posters and flyers to promote **Motivate to Move**
- Daily and weekly motivational health tips
- Excel Spreadsheet that calculates participation data

What You Can Do For Us

- Support the program through active participation & positive talk
- Appoint a member of management to our planning group
- Encourage staff to support and participate in the program
- Actively participate in kick-off & celebration events
- Issue a memo, newsletter article, or email message supporting the program



Volunteer Tool

Overview

- Motivate to Move** – a registered program of *NH Celebrates Wellness* – is an 8-week program designed to increase physical activity among employees for overall better health.
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Benefits to our Workplace

Over the past 15 years much research has been done on worksite health promotion programs and their benefits to companies. Some benefits include:

- Better employee relations and morale
- Reduced absenteeism
- Enhanced recruitment and retention of healthy employees
- Lower health care costs

Benefits to the Staff

- Better health
- Less tension and stress
- Enhanced self image
- More energy
- Weight management
- Increased productivity

Features – Program Comes With

- Ready-to-copy program forms
- Posters and flyers to promote **Motivate to Move**
- Daily and weekly motivational health tips
- Excel Spreadsheet that calculates participation data to be forwarded to NH Celebrates Wellness for inclusion in state-wide statistics

What You Can Do For Us

- Help plan and support **Motivate to Move**
- Encourage employees to sign up and participate
- Promote competition between teams/departments (optional)
- Obtain incentive prizes
- Coordinate kick-off, motivational activities and ending celebration



Team Captain Guide

Thank you for being a **Motivate to Move** Team Captain. Time, and time again, worksite wellness participants cite the “support they received from their co-workers” as the reason they were able to succeed. Your leadership and enthusiasm will make the **Motivate to Move** program a success for you, your co-workers and our workplace.

About Motivate to Move

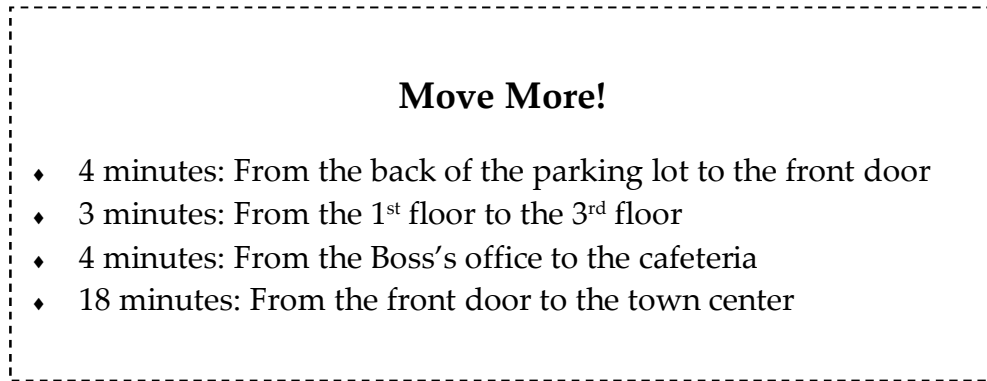
Motivate to Move – a registered program of *NH Celebrates Wellness* – is an 8-week wellness program designed to increase physical activity among employees for overall better health. **Motivate to Move** is ideal because it recognizes that everyone is different. The program is structured to meet the needs of all people – from those that are thinking about being more active to people who are physically active every day. The program encourages individuals to set their own goals based on their physical activity status. The **Motivate to Move** program includes educational handouts, weekly tips on fitness, incentive prizes, and other activities to keep us all motivated. **Motivate to Move** uses the team approach. Being part of a team provides encouragement and motivation.

Team Captain Responsibilities

1. Encourage employees to sign up and participate in **Motivate to Move**.
2. Make weekly contact with your team members to keep them motivated.
3. Distribute and collect program participation forms.
4. Inform everyone on your team that you are his or her “Team Captain” for **Motivate to Move**. Congratulate them for participating.
5. Collect data from team members.
6. Stay in contact with the Program Coordinator and keep your “team” informed about ongoing activities and paperwork deadlines.
7. Keep everyone motivated to stick with the program. (See “Suggestions to Keep Your Workplace Motivated” Handout)

Suggestions to Keep your Workplace Motivated!

- Create a poster to hang that states the average time it takes to and from different places at your workplace. Here are some suggestions:



- Post a trivia contest or riddle on a poster in the stairwells. Participants can enter their guess into a raffle.
- Schedule weekly meetings for participants to get together. You could present information on a health/wellness topic (5-10 minutes), and then take the group out for a walk. Or have walking meetings!!!
- Arrange "Lunch 'n Learns" where people come together to eat their lunch and learn about a wellness topic.
- Hang a sign at the elevator saying "Consider using the stairs – you can add to your physical activity!" Be creative! .
- Plan team walks during breaks or lunchtime.
- Coordinate a healthy recipe exchange.
- Set up buddy systems/partnerships among team members – they can motivate each other!
- Participate in a charity walk as a team.
- Arrange for an exercise class to be given at your worksite.
- Pledge to use the stairs instead of the elevator.
- Set goals to explore your city/town by walking using trails, bike paths, etc.
- Have a central bulletin board where participants can check in for updates.



Team Captain Tracking Form

Team Captain Name & Ext.: _____

Participant Name	Registration & Physical Activity Form Due	Reassessment of Personal Goal End of Week 4	Physical Activity Log Due	Evaluation (optional) Due
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



Ideas to Enhance...

Motivate to Move

Make the workplace more walking-friendly

- Make stairwells clean, safe, and more attractive.
- Make the walk from the back of the parking lot pleasant.
- Map out walking routes around the building.
- Map out inside walking routes for inclement weather.
- Management supports walking and is walking too!
- Consider replacing a soda vending machine with water
- Keep sidewalks shoveled in the winter.
- Set aside a closet or room for wet umbrellas, shoes and rain gear.

Department Competition

- Provide an incentive for the department / team with the highest % for reaching their weekly/monthly goal.
- Hang charts noting different department's progress as a visual motivator.
- Creatively name your teams for friendly completion.

At-Work Activity/Walking Program

- Organize an outing to go hiking, biking, kayaking, cross-country skiing, or sign up to do a fundraiser walk. Arrange to have an activity brought to your workplace such as swing dancing, Nia, Yoga, Pilates, or kickboxing.
- A weekly or daily walking program provides social support and momentum. If there is interest, arrange a meeting place and a time for employees to meet and walk. Announce it in an e-mail or a poster. They will motivate each other to meet their weekly goals, while perhaps making new friends.
- Check with your health insurance carrier to see if they offer rewards for participating in an onsite-physical activity program.



Welcome

Congratulations on making the commitment to increase your daily physical activity. We know you will find Motivate to Move to be fun, motivating and easy to follow. Here is a guide to go by as you participate in Motivate to Move.

This Motivate to Move packet includes:

- Activity Log
- Self-assessment: *Is Physical Activity Safe for Me?*
- An educational handout

Setting Your Goal

Consider the amount of physical activity in your daily life and set a realistic goal based on that. Keep in mind the US Surgeon General recommends 30 – 60 minutes of moderate to vigorous physical activity on most, if not all, days of the week.

Your goal should be reasonable AND achievable. Challenge yourself enough so that you notice a positive change, but not so much that you can't accomplish your goal.

For example, if you are not currently active, we recommend 10-minute sessions 2-3 days per week. If you are already active, challenge yourself by increasing the duration, intensity or frequency of physical activity.

- 1. Set a Goal** - At the top of your Activity Log write your personal goal based on your current level of daily physical activity. Your goal will include the number of days and length of time you will engage in moderate/vigorous physical activity.
- 2. Record your Physical Activity** - Starting on the first day of the program keep track of your personal physical activity goal by recording activity or ✓ the days you reach your goal.
- 3. Receive Weekly Tips** - Each week you will receive a tip on physical activity, nutrition or health.
- 4. Win Prizes** - If you reached your goal at the end of the week, give yourself a ✓ in the "Goal Reached" column. If you reach your goal 6 of the 8 weeks you will qualify for prize drawings.
- 5. Turn in Activity Logs and Evaluations** - You will receive two activity logs. At the end of week 4, turn in your activity log. Now it is time to set new goals for the last 4 weeks of the **Motivate to Move**. Upon completion of the 8th week please complete your activity log and evaluation and submit them to your Team Captain or Program Coordinator.
- 6. Keep on Moving** - This is only the beginning of a lifetime of being active! Continue to set new goals to increase activity.

Physical Activity Readiness Questionnaire

~ A Self-Assessment of Your Readiness to Exercise ~

.....
This is a self-assessment and will not be collected by the **Motivate to Move** Coordinator.

For most people physical activity should not pose any problem or hazard. This self-assessment has been designed to help identify adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them. Use of this form provides no guarantee that you are in suitable condition for this program. If you have any questions or reservations of any kind about your ability to increase your level of physical activity, you should consult with your physician. Remember, this is a start, and in your own circumstances other questions of yourself may also be appropriate. Check Yes or No for each question as it applies to you.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you feel pain in your chest when you do physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In the past month, have you had chest pain when you were not doing physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you lose your balance because of dizziness or do you ever lose consciousness? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Has your doctor ever said your blood pressure was too high? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you have a bone or joint problem that could be made worse by a change in your physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Do you know of <u>any other reason</u> why you should not do physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Are you over age 65 and not accustomed to vigorous exercise? |

If you answered YES to one or more questions:

If you have not recently done so, consult with your personal physician by telephone or in person before increasing your physical ability and/or taking a fitness assessment. Tell your physician what questions you answered "yes" to on this self-assessment or present a copy of this form.

After medical evaluation, seek advice from your physician as to your suitability for restricted or unrestricted physical activity – starting off easily and progressing gradually.

If you answered NO to all questions:

If you answered this self-assessment accurately, you have reasonable assurance of your present suitability for participation in **Motivate to Move!** A gradual increase in proper exercise promotes good fitness development while minimizing or eliminating discomfort. Answering no to all questions is no guarantee of your suitability for this program. It is always best to consult your physician first before beginning any exercise program.

Postpone your fitness routine if you have a temporary minor illness, such as a common cold, or are pregnant.

NOTE: Informed Use of the PAR-Q: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

"Reprinted from the 1994 revised version of the Physical Activity Readiness Questionnaire (PAR-Q and YOU). The PAR-Q and YOU is a copyrighted, pre-exercise screen, owned by the Canadian Society for Exercise Physiology."



Physical Activity Log - Part II

Name

Team Name

You're halfway there! If you have any **Motivate to Move** questions call/e-mail _____

At this point in the program, it is time to look at your goal and make changes if needed. Has your goal been attainable over the past four weeks? Can you challenge yourself more? Your goal may stay the same or be adjusted to increase or decrease the number of days or the amount of time you are active.

Over the next 4 weeks, I will engage in moderate to vigorous physical activity _ minutes per day, ___ days per week.

	S	M	T	W	TH	F	S	Goal Met (√)
Week 5								
Week 6								
Week 7								
Week 8								

Please read the following five statements and check the one that best describes your level of physical activity at the end of "Motivate to Move."

- 1.) I don't exercise or walk regularly now, and I don't plan to start in the near future.
- 2.) I don't exercise or walk regularly but have been thinking about starting.
- 3.) I'm doing light/moderate physical activities fewer than 5 times a week, or vigorous activities fewer than 3 times a week.
- 4.) I've been doing moderate physical activities 5 or more times a week, or vigorous activities at least 3 times a week, for the last 1-6 months.
- 5.) I've been doing moderate physical activities 5 or more times a week, or vigorous physical activities at least 3 times a week, for 7 months or longer.

Submit your completed activity log to your team captain or program coordinator at the completion of your last week.

Thank you for participating and KEEP MOVING!

Stages of Change

Behavior change “unfolds” through a series of stages. Timing is everything when it comes to these stages. If you try to move to the next stage before you are ready, then the change will not be successful.

Change is different in each individual. Some people may need to stay in one stage longer than others. It is important to go at your own pace. Stages are:

PRECONTEMPLATION:



“Never”
Not intending to make changes.
Defensive attitude.

CONTEMPLATION:



“Someday”
Considering a change.
Waiting for that magic moment.

PREPARATION:



“I’m trying”
Making small changes.
Starts to visualize new behavior.

ACTION:



“Now”
Actively engaging in behavior change.
May not always be consistent, but plan is in place.

MAINTENANCE:



“Forever”
Sustaining the changes over time.
This is part of my life!

TERMINATION:



“Yes!”
Exiting the cycle of change. Change is complete.

Is it time to take action?

Recent studies show that physically active people are less likely to die from a heart attack and certain types of cancer. Active people are less likely to be obese, to develop type II diabetes and to lose bone mass. Both men and women can benefit from physical activity.

So, how much physical activity is enough?

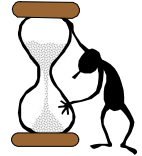
People can get significant benefits by doing a moderate amount of physical activity on most, if not all, days of the week. Moderate activity includes:

- brisk walking
- slow cycling
- tennis
- raking the leaves
- dancing
- vigorous housework

By putting at least 30 minutes of activity into each day, you can improve the quality of your life. Some studies have shown that cardio respiratory (heart and lung) fitness gains are about the same whether physical activity occurs in several short sessions (*e.g. three 10-minute sessions or two 15-minute sessions*) or in one 30-minute session, as long as the same total amount and intensity of activity occurs.

Common excuses for not moving just don't stand up!

"I don't have time." All it takes is 30 minutes -- 10 minutes during a break, 10 minutes during lunchtime and 10 minutes before or after work.



"I can't afford it." You don't have to join a gym. Just walk, use the stairs, work in the yard, and play with the kids.

"I don't like to exercise." Find things you do enjoy, like bike riding, swimming, gardening and mall walking.

"I'm too old." You're never too old to be active. In fact, the older you are the more important physical activity becomes.

"I'm too tired." Take the first step. Physical activity actually increases your energy level.



Pros and Cons of Physical Activity

Possible PROS

- Feel better
- Look better
- Sleep better
- Lose weight
- More energy – Less stress
- Greater stamina
- Improve health
- Reduce chance of injury
- Live longer – Healthy aging
- Live better!

Possible CONS

- Time commitment
- Don't know how
- Fear of failure
- Fear of soreness
- Fear of injury
- Don't have proper shoes

Fitting in Physical Activity

You're thinking about becoming more physically active. But taking that first step seems soooooo hard.

If physical activity is new to you, you'll need to develop some new skills that make it easier. You'll still have struggles, but with each success your confidence will grow. Eventually being active will feel natural and become something you look forward to each day.

Here are some tips to get on the road to a physically active life.

➤ **Set Realistic Goals** – Consider how much physical activity you have in your life now and decide how much you would like to have. If you've been inactive for a long time, set short-term goals like, "I'm going to walk around the block at lunchtime at least four days a week". Set a date and record progress. When you reach your goals, set new ones.

➤ **Be Prepared** – Most people experience some disruptions in their routines such as illness, injury, job or family responsibilities, and vacations. Accept that these things happen, and plan to get back on track as soon as you can.

➤ **Just Do Something** – When it comes to physical activity, doing something is better than doing nothing. On those days when your schedule makes following your regular exercise routine impossible, find a few minutes for yourself and do what you can. You'll feel better, and you'll probably be more productive.

➤ **Invite a Friend** – Many people enjoy physical activity more when they exercise with a friend.



Create Ways to be Active!



At Home

- Work faster than your normal pace when doing housework and yard work.
- Walk or ride a bike when going to a friend's house, local store, post office, bank or library.
- After dinner, go for a walk instead of plopping down in front of the television.

At Work

- Arrive early, get a parking space as far from the entrance as possible, and walk around the block.
- Start a noon power lunch group. Meet daily for a 10-minute walk.
- Schedule a conference room for a morning break of jitterbug classes.



At Play

- Play active games when you picnic or go to the park.
- Arrive early for sporting events, and take a 10-minute stroll around the grounds.
- Go dancing or skating rather than to a movie.
- When shopping at the mall, allow extra time for a 10-minute walk before or after your shopping spree. Better yet, plan a walk before *and* after.

What Gets You Going?

Physical activity should be fun. It's human nature to continue doing things we enjoy, and to stop doing things we don't. Do you enjoy your activity? If not, change what you are doing now to make it fun.

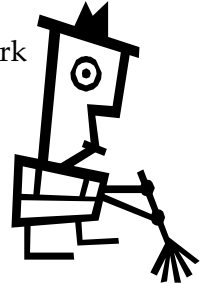
- Walk or jog a new route.
- Exercise with a friend.
- Listen to your favorite music while you exercise.
- Check out an audiotape of a novel or nonfiction book at the library.
- Start a lunchtime walking club.
- Have a neighborhood scavenger hunt.
- Many churches, synagogues and temples have recreational facilities, exercise classes and activity clubs.

If you like indoor activities...

- Walk in the mall
- Join a fitness center
- Walk the halls and stairs of your office

If you like outdoor activities...

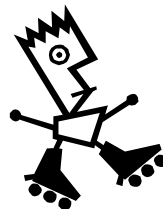
- Go for a hike
- Walk a block a day
- Cross country ski in the park
- Mow the grass
- Rake leaves
- Stack firewood
- Shovel snow



Need some more ideas?

From this list of activities, circle the ones you think you might enjoy doing. Then, find a place and time to explore them.

Aerobic Dance
Badminton
Ballroom Dancing
Basketball
Bicycling
Bowling
Canoeing
Disco Dancing
Gardening
Golf
Hiking/Nature Trail
Weightlifting
In-line Skating
Jogging
Jumping Rope
Kayaking



Martial Arts
Racquetball
Skating
Skiing
Soccer
Softball
Square Dancing
Squash
Stair stepping
Stationary Bicycling
Swimming
Tennis
Volleyball
Walking
Line Dancing
Water Aerobics



Staying on Course

Way to go! You're physically active. You've taken action – and taken responsibility for your own health and well being. Of course, you've probably had times when you were less active than you'd planned to be. Maybe your temporary setbacks were caused by illness, an injury, changes in responsibilities at work or at home, or vacation time.

Here are some ways to adjust when life throws you a curve ball.

➤ **Illness** – Use common sense and listen to your body. If you don't have a fever, light activity may help you feel better. If you do have a fever, don't exercise. And don't ignore pain. If exercising makes you uncomfortable, don't do it. If you've been inactive for several days due to illness, ease back into your routine gradually by cutting back on your activity and being patient. Your conditioning will quickly return.

➤ **Vacations and Holidays** – A change of routine can be revitalizing. But often people don't anticipate how this may affect their level of activity. Be prepared. Plan how you can stay active and use this time as opportunity to try new activities.



➤ **Injury** – Find activities that let you stay active despite the injury. If you've hurt your foot, ankle or knee try activities that focus on your upper body, like swimming or water aerobics. Being physically active usually has therapeutic value to accelerate your recovery.

➤ **Work Responsibilities** – Big Projects! Pressing deadlines! Unexpected problems! When you most need physical activity to help you manage stress, other priorities demand your time and attention. Still, try to find time each day – even if it is a few minutes – to go for a walk. A brief walk will help clear your head and give you a new perspective on your task.

➤ **Family Responsibilities** – Family time is important. If you're not happy, you can't bring happiness to others, so take care of yourself. Find activities that you and your family can do together, like walking, skating, cycling and playing ball.

Accept that sometimes you may need to adjust your exercise routine. Use these times to try new activities that may not take as much time. Here are some things you can do in 10 minutes that don't require changing your clothes.

- Walk in the hallways
- Walk outdoors
- Walk in place
- Take the stairs
- Do calisthenics
- Jump rope
- Ride a stationary bike
- Do toe raises
- Do wall push-ups
- Squeeze a tennis ball
-



Evaluation

1. Did you achieve 30 - 60 minutes of physical activity 5 days per week by week 8?
 Yes No

2. Do you feel you're in better physical condition now, than before **Motivate to Move**?
 Yes No

3. Did you find the Weekly Health Tips helpful?
 Yes No

4. Please check all that apply:
As a result of **Motivate to Move**, I
 Have more energy Sleep better
 Feel better about myself Am stronger
 Have reduced stress Lost weight

5. As a result of **Motivate to Move**, will you become more consistent with your exercise program?
 Yes No

6. What about **Motivate to Move** did you like the best?

7. What about **Motivate to Move** did you like the least?

8. If I could change one thing to improve **Motivate to Move**, it would be:

Additional Comments:

Return this evaluation to your Team Captain.
Your feedback is greatly appreciated. **Thank you.**

Name (optional): _____



Registration and Physical Activity Survey

You are invited to take part in **Motivate to Move** - an 8-week physical activity program designed by New Hampshire Celebrates Wellness. The goal of this program is to motivate you to increase your physical activity! To get healthier! You will experience many health benefits including:

- increased energy
- weight loss
- reduced stress
- lower risk for disease
- better sleep
- improved cholesterol

Complete this form and return it to your workplace coordinator.

Yes, I want to take part in our "Motivate to Move" Program

Name:

Male

Female

E-mail:

Department:

Phone:

Current Physical Activity Status

Light/Moderate physical activity includes activities such as brisk walking, gardening, slow cycling, dancing, doubles tennis or hard work around the house. Count any activity that makes you work as hard as a brisk walking and that lasts at least 10 minutes at a time.

Vigorous physical activity includes activities like jogging, running, fast cycling, aerobics classes, swimming laps, singles tennis and racquetball. Count any activity that makes you work as hard as jogging and lasts at least 20 minutes at a time. These types of activities usually increase your heart rate, make you sweat and make you feel a bit out of breath (don't count weight lifting).

Please read the next five statements. Check the one statement that best describes your current level of physical activity.

- ___ 1. I don't exercise or walk regularly now, and I don't plan to start in the near future.
- ___ 2. I don't exercise or walk regularly but have been thinking about starting.
- ___ 3. I'm doing light/moderate physical activities fewer than 5 times a week, or vigorous physical activities fewer than 3 times a week.
- ___ 4. I've been doing moderate physical activities 5 or more times a week, or vigorous physical activities at least 3 times a week, for the last 1-6 months.
- ___ 5. I've been doing moderate physical activities 5 or more times a week, or vigorous physical activities at least 3 times a week, for 7 months or longer.



IT'S TIME TO GET PHYSICAL!

Want to reduce stress, lose weight & improve your health?

Sign up today for our exciting worksite physical activity program!

As a "Motivate to Move" participant you will:

- **Set a personal goal to increase physical activity**
- **Track your progress throughout the program**
- **Receive motivational tips on nutrition, physical activity and health**
- **Qualify to win great prizes!!!**

Contact: _____

Phone# _____

E-mail _____

Registration Deadline: _____



Sample Newsletter/Bulletin Board Ideas

Have you been thinking about increasing physical activity? Is your current physical activity routine getting stale? Well get ready... because there is a program coming to [company/organization/school] that is just for you.

Motivate to Move is an 8-week physical activity program being offered to employees within [company/organization/ school] and in other companies throughout New Hampshire. Participants will set a goal based on their current level of physical activity and keep track of their activity over the course of 8 weeks.

Just by participating, employees will qualify for prizes such as [list some prizes being offered within company/organization/school]. When they reach their goal 6 of the 8 weeks, they will be entered in a drawing to win prizes.

Many people mistakenly believe that vigorous exercise is necessary to be healthy. The quantity and intensity of physical activity necessary to improve health is within the reach of most people – 30 to 60 minutes of moderate physical activity 5 or more days of the week. Of course more intense and longer duration will in many cases provide additional benefits. AND if you're just beginning an exercise program, lesser amounts may provide some benefits as well.

Just 30 - 60 minutes of moderate physical activity can offer these health benefits:

reduce the risk of dying prematurely

reduce the risk heart disease

reduce the risk of developing diabetes

reduce the risk of developing high blood pressure

reduce the risk of developing colon cancer

reduce feelings of depression and anxiety

helps to lower blood pressure

help weight control

help build and maintain healthy bones, muscles, and joints

promote psychological well-being

**Motivate to Move will begin _____
(date). Pick up your registration form
today by calling or e-mailing**

_____.

Calories Burned per ½ Hour

Here are how many calories a 150-pound man or woman would burn by doing any of these activities for a half hour. If you weigh less you burn fewer calories; if you weigh more you burn more. Mix and match them to reach 1,000 or more per week. And remember...anything is better than nothing!

Physical Activity	Calories Burned Per Half Hour
Leisure	
Dancing, folk or square	190
Dancing, general Sports	150
Horseback riding	140
Stretching or yoga	140
Walking (4 mph)	140
Walking (3 mph)	120
Frisbee or bowling	100
Shuffleboard	100
Cooking	80
Walking, strolling	70
Sports	
Hockey or lacrosse	270
Skiing, cross-country	270
Swimming laps moderately	270
Aerobics, high impact	240
Ice/roller-skating	240
Bicycling, light	200
Jogging	240

Physical Activity	Calories Burned Per Half Hour
Soccer	240
Treadmill or stair exercise, moderate	200
Aerobics, low impact	170
Baseball or softball	170
Bicycling, stationary	170
Skiing, downhill, light	170
Calisthenics, light to moderate	150
Golf	150
Ping Pong	140
Water aerobics	140
Coaching sports	140
Weight lifting, light to moderate	100
Around the House	
Mowing the lawn (hand mower)	200
Gardening	170
Walking up stairs	170
Household cleaning, heavy (washing the car, washing windows)	150
Lawn mowing (power mower)	150
Wall or house painting	150
Raking leaves	140

10 Things to do while walking

1. Make plans (weekend, vacation, etc.)
2. Make a "to do" or shopping list
3. Analyze a recent hassle or think how you might cope better next time
4. Think of something creative
5. Daydream
6. Solve a problem, or break a big problem down into manageable pieces
7. Think of a way to eliminate/reduce one of the stressful things in your life
8. Recite a poem or a verse of scripture
9. Hum a favorite song
10. Enjoy the sights and sounds around you, and let your mind wander

Walk, don't weight

Forty-five minutes of brisk (4 mph) walking burns up about 244 calories. This translates into 25 pounds of weight (fat) loss in one year!*

*244 calories x 365 days = 89,000 extra calories burned in one year; divide this number by 3,500 to get number of pounds lost in one year. (You have to burn up 3,500 calories to lose a pound of fat.)

Keeping FITT

Whether you are a person who does physical activity regularly or someone just getting started, the **FITT** formula, which stands for **F**requency, **I**ntensity, **T**ime, and **T**ype, can help you be more physically active. You can achieve greater health benefits and enjoyment by increasing the frequency, intensity, or time of your physical activities.

F-Frequency:

Frequency is how often you do a physical activity

To help your body be healthy it is best to be physically active every day.

I-Intensity:

Intensity is related to how hard you do physical activity. How hard you breathe, how fast your heart beats, and how warm your body is all indicate your intensity level. A healthy pace may cause you to perspire, but doesn't make you huff and puff. (You should have enough "wind" to be able to talk while exercising.)

As you do more physical activity every day, you can gradually increase your intensity by walking more quickly and pumping your arms, bicycling up hills, and dancing at a fast pace

T- Time:

Time is how long you spend doing physical activity.

It is important to do fun, moderate-intensity physical activity, like brisk walking, bicycling or swimming for 60 minutes most days of the week for adults. This can be done all at once or in 10 minute intervals.

T- Type

Type is related to the type of physical activity you do.

It's important to do a variety of aerobic activities you enjoy, like brisk walking, bicycling, dancing, playing soccer, and swimming, for 60 minutes for most days of the week. As you have fun doing aerobic activities, consider adding some stretching and strength training exercises to energizing routine 2 to 3 times per week.

Coming Soon To Our Workplace...



A New Worksite Wellness Program

Increase Your Physical Activity

It's Easy and Fun!

- ✓ *Work toward increasing your physical activity to 30 – 60 minutes most days of the week.*
- ✓ *Choose which activities you want to include: swimming, gardening, walking, dancing...anything that gets you moving!*
- ✓ *Set your own goals. Maybe you'll start with walking 10 minutes per day...that is fine!*
- ✓ *Receive support from colleagues.*
- ✓ *Qualify to win prizes!*

Stay Tuned For More Information...

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Stay Tuned For More Information

[End of Section 7]