

# MOVE MORE



Move  
**MORE**



# WHY MOVE MORE?

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**“Many current diseases in North Carolina are preventable simply by Eating Smart and Moving More. These healthy behaviors can enhance quality of life and reduce the economic burden on the individual, the community and the state.”**

Leah Devlin, DDS, MPH  
North Carolina State Health Director

For decades, it has been intuitively known that healthy eating and physical activity are “good for you.” Historically, physical activity occurred as part of daily living, such as household chores and recreational pursuits. However, our lifestyles have changed over the past decades. Laborsaving devices, such as the automobile and remote control, have replaced a more active way of living, and less nutritious foods have become more accessible through vending machines and “fast food” restaurants. Modern conveniences have contributed to a sedentary lifestyle and increase in chronic disease.

Your worksite wellness committee can take steps to enhance the health of employees by helping them to move more. The following sections of this workbook provide suggestions and guidelines for implementing individual and groups activities, as well as promoting and supporting policy and environmental changes at your worksite.



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# SECTION I

## **HealthStart Activity**



Move  
**MORE**

# Move More HealthStart Activity

**THE HEALTHSTART MOVE MORE ACTIVITY** includes ready-to-use materials (such as announcements, posters, handouts, etc.) that can be used by the worksite wellness committee to jumpstart wellness programs at their worksite. Success with these activities will help in increasing management support and employee interest in future, long-term programs.

The activity outlines the purpose, materials needed and action steps for completing the activity. The “Extra” section of the activity discusses some things that are not required for the activity to

be successful but will greatly assist in improving employee morale for participation in wellness activities.

Even though this activity promotes participation of individual employees, the committee should strive to accomplish changes in worksite policies and environments that support a healthy lifestyle. These changes will make it easier for employees to adopt healthy behaviors, make healthier lifestyle choices at work and reduce the risk for long-term chronic diseases.

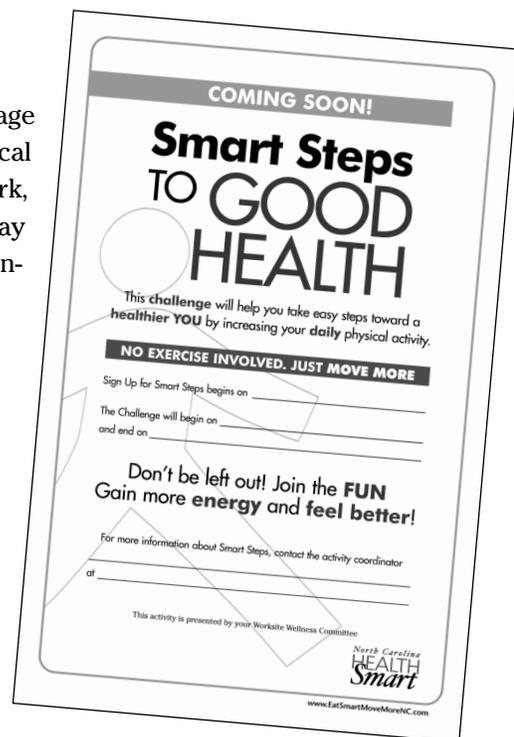
## Smart Steps to Good Health

### PURPOSE

The “SMART STEPS TO GOOD HEALTH” activity will encourage employees to use the stairs as a way of incorporating physical activity into their workday. After adopting stair use at work, employees may choose to use the stairs in environments away from work, such as the mall or other business buildings to maintain a more physically active life.

### MATERIALS NEEDED

- Notice to announce the activity (**Appendix O**)
- Smart Steps Sign-In Sheet (**Appendix C**)
- Motivational posters/signs (**Appendices B, J and K**)
- Artwork (optional, depending upon resources available)
- Smart Steps Log (**Appendix F**)
- Suggestions for Smart Steps poster (**Appendix P**)
- Smart Steps Pledge Card (**Appendix G**)
- Certificate of Achievement (**Appendix D**)



## ACTION

1. Select the Smart Steps Coordinator(s) \_\_\_\_\_  
 (May be more than one person depending upon the size of the worksite.)
2. Announce the Smart Steps activity to employees. Notices should be posted about two weeks before the start of the actual activity, at several places at the worksite including the employee notice board, restrooms, lunch/break room, etc. Clearly specify the start and the end date of the event (recommended duration is 6–8 weeks).
3. Post sign up sheet for the Smart Steps activity at least one week before the start date of the event. Clearly define one flight of stairs as one up and one down.
4. Display motivational posters and signs at several locations at the entrance to the stairwells and on elevator doors. Post the signs at eye-level or at a place where they are easily visible. Several such posters are provided with this activity packet; you can choose to use these or create your own.
5. Place artwork or other attractive visual details on the stairwell walls. This is an optional step depending upon the resources available from your worksite. Employees who are artists may be willing to donate their talent to the initiative.

## SUPPORT MATERIALS FOR EMPLOYEES WHO SIGN UP FOR SMART STEPS

The Smart Steps activity coordinator should provide the following support materials to all employees who sign up to participate in the challenge.

- Smart Steps Log to maintain a daily record of flight of stairs taken by the individual employee. Remind the employees to record their activity daily and report their total score to the coordinator at the end of the activity period.
- Taking the stairs may be a big step for physically inactive employees. Give employees ideas/suggestions on how to incorporate stairs into their regular routines. A sample handout with suggestions to encourage employees to take stairs is provided with this activity packet.
- A personal pledge card may be beneficial for some employees to encourage and remind them of their commitment to take the stairs as often as possible.

**SMART STEPS SIGN-IN SHEET**

The worksite without a coordinator of \_\_\_\_\_ is implementing the Smart Steps Initiative to promote the health of its employees. This initiative challenges you to take at least one flight of stairs \_\_\_\_\_ (define flight) \_\_\_\_\_ on each working day \_\_\_\_\_ weeks and keep a record of your activity. Please sign-in to participate and report to the coordinator at the end of the activity period.

Coordinator \_\_\_\_\_  
 Activity Period \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Please see the Activity Coordinator

WALKING LOG											
Record steps, minutes, or distance.											
Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Average	Goal		
Example	3,000	3,000	4,000	3,000	4,000	4,000	4,000	3,500	4,000		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											



## ON THE DAY THE SMART STEPS CHALLENGE ENDS...

- Review the Smart Steps score reported by employees who participated in the activity.
- Present a Certificate of Achievement to all those employees who meet the minimum score for the activity. (Minimum Score = Number of workdays x 1 flight per workday)
- Further recognition may be given to the top five or 10 employees by posting their names on highly visible bulletin boards in common areas or in employee newsletters or by making an announcement at staff meetings, etc.
- Remind the employees that even though it is the end of Smart Steps challenge it should not be the end of their efforts to achieve and maintain good health.



### EXTRA:

Depending upon the level of support from upper management and the availability of resources for wellness activities at your worksite, the wellness committee may incorporate the following as an add-on to the activity.

- **Management Input**—Request someone in the top management to personally sign on the certificate of achievement that is presented to activity participants.
- **Incentives**—Employees who participate in the activity may be given incentives such as a pedometer, t-shirt, gift certificate to a local fitness center or cash bonus depending upon the availability of funds.

# SECTION II

## Resources for Individuals & Groups



Move  
MORE



**THE WORKSITE WELLNESS COMMITTEE** may offer scheduled educational/fitness classes to employees to show support and to encourage them to be physically active.

The educational sessions may be presented as a series of Lunch & Learn presentations. This is a popular means of providing basic or advanced level information on a selected topic of interest. A guest speaker may be invited to share the information with the employees or a video presentation may be scheduled during the lunch break period.

## **GUEST SPEAKERS**

- One advantage of having a guest speaker present to employees is that questions can be answered during or after the session.
- The guest speaker should know the audience he/she will be addressing. Different presentations might be suitable for female groups, male groups or depend upon whether the employees are engaged in mostly sedentary or physically demanding jobs.
- The guest speaker should be notified of the time frame allowed in advance. If the presentation is not designed to take the entire meal break then staying on schedule becomes important.
- The guest speaker should be a recognized authority on physical activity. Potential “Lunch & Learn” speakers for physical activity might include:
  - Physical Activity & Nutrition State Program Consultant
  - Local Physical Activity and Nutrition Coalition Coordinator

- Health Promotion Coordinator
- Health Educator
- Physical Therapist or Fitness Personnel
- Heart Disease and Stroke Prevention Regional Coordinator
- Local Fitness Center Trainer
- YMCA/YWCA Physical Activity Director
- Cardiac Rehabilitation Staff
- Parks and Recreation Trainer/Coach
- Nurse

County-specific contact information for some of the above listed professionals can be found at <http://www.eatsmartmovemorenc.com/contacts>.

A complete listing of local health departments of all North Carolina counties and contact for the respective health directors can be found at <http://www.ncalhd.org/county>.

## **VIDEO PRESENTATIONS**

- Presenting information to employees using videotape is an easy and convenient means of conducting “Lunch & Learn” sessions.
- Before using the video make sure that it is from a reputable source and the information contained in it is accurate.
- Select videos that fit the Lunch & Learn time frame and are designed for adults.
- Preview the video to assure that it is appropriate for your worksite and the audience. Remember that clothes worn in some physical activity videos might seem to be offensive to employees from other cultures.

- The following resources may be explored for ordering physical fitness videos. You may view and order the products online or call and request a product catalog.

<http://www.krames.com> (1-800-333-3032)

<http://www.hopehealth.com> (1-800-334-4094)

<http://www.welcoa.org> (1-402-827-3590)

<http://www.collagevideo.com> (1-800-433-6769)

<http://www.acefitness.org/acestore>  
(1-800-825-3636)

## PHYSICAL ACTIVITY CLASSES

Group classes and personal training sessions on aerobics, yoga, etc. may be scheduled for the employees during their meal period, before or after work hours. Offering such on-site fitness opportunities can greatly increase employee motivation and participation in physical activity.

- Obtain information on employee preferences for these classes, including the kind of activity and time of session.
- Contact management for designating an office/conference room for these sessions.
- Have participants fill out a Physical Activity Readiness Questionnaire (**Appendix L**), informed consent agreement and obtain physician approval (as appropriate) before attending the fitness sessions. Any such information that is collected from participants should be kept confidential.
- Invite trained personnel such as an exercise physiologist, personal trainer or group exercise instructor to conduct these sessions.

Contact your local fitness centers, rehabilitation centers and schools for these personnel.

- It is recommended that guidelines for fitness and/or wellness programs set forth by the American College of Sports Medicine

be followed closely. These standards are outlined below (Source: *ACSM's Health and Fitness Facility Standards and Guidelines, 2nd ed*).

- Check to be sure that there are policy/procedures in place for health emergencies, and check to see if there are first-responders in your building.

Health Careline  
HEALTH  
Smart

**PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)**  
(A Questionnaire for People Aged 15 to 65)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 65, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 65 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has your doctor ever said that you have a heart condition <i>and</i> 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. Do you have a knee or joint problem that could be made worse by a change in your physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you know of any other reason why you should not do physical activity?

**IF YOU ANSWERED YES TO ONE OR MORE QUESTIONS**  
Talk with your doctor by phone or in person BEFORE you start becoming more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered yes.

**IF YOU ANSWERED NO TO ALL QUESTIONS**  
If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:  
• Start becoming more physically active—begin slowly and build up gradually. This is the safest and easiest way to go.  
• Take part in a fitness appraisal—this is an excellent way to determine your basic fitness so that you can plan the best way for you to be active. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming more physically active.

\* You may be able to do any activity you want—long as you start slow and build up gradually. Or, you may need to restrict your activities to those that are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.  
\* Find out which community programs are safe and helpful for you.

**“It is the position of the American College of Sports Medicine that any business or entity that provides an opportunity for individuals to engage in activities that may reasonably be expected to involve placing stress on one or more of the various physiological systems (cardiovascular, muscular, thermoregulatory, etc.) of a user’s body must adhere to the six standards.”**

- A facility must be able to respond in a timely manner to any reasonably foreseeable emergency event that threatens the health and safety of facility users.
- A facility must offer each adult member a pre-activity screening that is appropriate to the physical activities to be performed by the member.
- Each person who has supervisory responsibility for a physical activity program or area at a facility must have demonstrable professional competence in that physical activity or program.
- A facility must post appropriate signage alerting users to the risks involved in their use of those areas of a facility that present potential increased risk(s).
- A facility that offers youth services or programs must provide appropriate supervision.
- A facility must conform to all relevant laws, regulations and published standards.



# Other Activities

**EMPLOYEES AT YOUR WORKSITE** may benefit by participating in individual activities conducted by the worksite wellness committee. Examples of such one-time/short-term activities are:

## PHYSICAL ACTIVITY QUIZ

Before employees can be motivated to engage in regular physical activity it might be useful to help the employees identify their barriers to being physically active. See **Appendix M** for “Barriers To Being Active Quiz” along with suggestions to “Overcome Physical Activity Barriers”. This quiz (photocopy from toolkit or print from CD-ROM) can be distributed to individual employees to help them identify their individual barriers.

**WHAT KEEPS YOU FROM BEING MORE ACTIVE?**

Directions: Listed below are reasons that people give to describe why they do not get as much physical activity as they think they should. Please read each statement and indicate how likely you are to say each of the following statements:

How likely are you to say?	Very likely	Somewhat likely	Somewhat unlikely	Very unlikely
1. My day is so busy now, I just don't think I can make the time to include physical activity in my regular schedule.	3	2	1	0
2. None of my family members or friends like to do anything active, so I don't have a chance to exercise.	3	2	1	0
3. I'm just too tired after work to get any exercise.	3	2	1	0
4. I've been thinking about getting more exercise, but I just can't seem to get started.	3	2	1	0
5. I'm getting older so exercise can be risky.	3	2	1	0
6. I don't get enough exercise because I have never learned the skills for any sport.	3	2	1	0
7. I don't have access to jogging trails, swimming pools, bike paths, etc.	3	2	1	0
8. Physical activity takes too much time away from other commitments—home, work, family, etc.	3	2	1	0
9. I'm embarrassed about how I will look when I exercise with others.	3	2	1	0
10. I don't get enough sleep so it is I just couldn't get up early or stay up late to get some exercise.	3	2	1	0
11. It's easier for me to find excuses not to exercise than to go out to do something.	3	2	1	0
12. I know of too many people who have hurt themselves by overdoing it with exercise.	3	2	1	0
13. I really can't see learning a new sport at my age.	3	2	1	0
14. It's just too expensive. You have to take a class or join a club or buy the right equipment.	3	2	1	0
15. My free times during the day are too short to include exercise.	3	2	1	0
16. My usual social activities with family or friends do not include physical activity.	3	2	1	0
17. I'm too tired during the week to exercise and I don't want to exercise on the weekend.	3	2	1	0
18. I want to get more exercise but I don't know how to make myself stick to it.	3	2	1	0
19. I'm afraid I might get hurt.	3	2	1	0
20. I'm not good enough to exercise.	3	2	1	0
21. If we had exercise equipment at work, I would be more likely to exercise.	3	2	1	0

### IDEAS FOR PHYSICAL ACTIVITY BREAKS IN MEETINGS

The following are sample ideas for physical activity breaks. Some of them are taken directly from improvisational theater exercises and others were made up on the spot. Activities are limited only by your own creativity (and safety concerns). Mix and match motions with movement ideas or come up with your own. There is no right or wrong way to have physical activity breaks; however, you should be aware of the needs of persons with disabilities. For example, you can ask folks to “stand up or roll back” to begin an activity. Share your ideas, be willing to pretend like you are visiting a kindergarten class, and have fun!

#### POTENTIAL MOTIONS

Balance	Chew	Go	Pinch	Rotate	Skip	Tap
Bend	Clap	Hit	Pirouette	Ride	Slide	Throw
Blow	Climb	Hop	Poke	Run	Slip	Turn
Bounce	Clog	Jump	Pop	Sashay	Sitter	Walk
Brush	Cycle	Kick	Press	Serve	Spin	Wave
Build	Dance	Levitate	Pull	Shuffle	Swagger	Wiggle
Bump	Float	Lift	Push	Skate	Swim	Wipe
Catch	Fix	Paint	Roll	Ski	Swing	

#### MOVEMENT IDEAS (CAN YOU \_\_\_\_\_?)

- Pounce like a tiger
- Balance on a high wire
- Climb a rope
- Swagger like a cowboy
- Swim the butterfly
- Clog like you're on stage
- Paint the fence
- Wax the car
- Shuffle like you just got out of bed
- Float in the waves at the beach
- Balance a ball like a seal
- Wiggle like an inch worm
- Push the donkey up the hill
- Shuffle like you just got out of bed
- Stretch like you're a giraffe
- Pretend you're an elephant, a cat, a snake or a bull frog
- Be a lumberjack or a fireman
- Pretend you're a ball or a flower
- Give four people high five
- Goggle like it is your birthday
- Sit down like it's time for school

## PHYSICAL ACTIVITY BREAKS IN MEETINGS

Providing short physical activity breaks during regular meeting schedules can help employees accumulate daily physical activity as well as make meetings more productive by improving the ability to concentrate. If possible, choose a room with some open space so that it's comfortable for the employees to move or stretch during the physical activity break. **Appendix N** provides several suggestions on conducting short and fun activities for employees during meetings. Mix and match from the ideas provided or create your own.

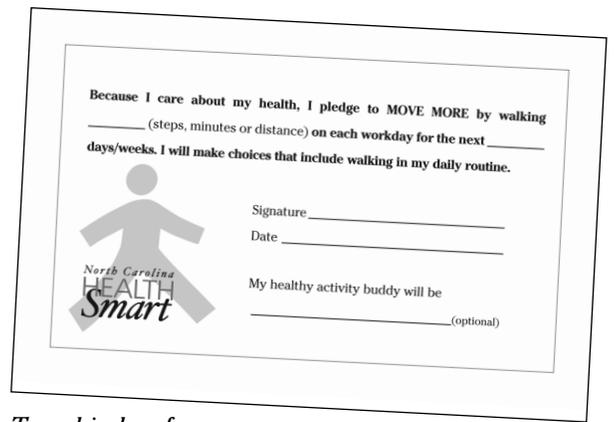
## WALK AND TALK

Encourage employees to hold short meetings involving a small number of employees while walking around the office or parking lot or other safe locations nearby. Be sure to inform the participants in advance and set an informal dress code that allows comfortable clothes and shoes for walking. Choose a meeting area that is inclusive of persons of all abilities.

## WALK ABOUT OR ROLL ABOUT

This can be conducted as an individual or group activity in which employees use pedometers\* or a marked walking route with a goal to walk or roll along in their wheelchair 100 miles in 100 days. Participating employees can sign a pledge card to post on their desk or carry around with them to remind them of their goal. (See **Appendix G** for a sample pledge card)

*\*Pedometer—It is a device worn on the waistband which records steps taken. Pedometers are available for purchase at very modest prices in local stores or online. Two kinds of pedometers are popular: one measures only steps (about 2000 steps equals one mile) and is the least expensive. The second kind of pedometer measures steps and distance and is higher priced. Some physical activity web-sites will offer discount prices for bulk purchases.*



Because I care about my health, I pledge to MOVE MORE by walking \_\_\_\_\_ (steps, minutes or distance) on each workday for the next \_\_\_\_\_ days/weeks. I will make choices that include walking in my daily routine.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

My healthy activity buddy will be \_\_\_\_\_ (optional)

North Carolina  
HEALTH  
Smart

## ONCE-A-MONTH LUNCH & PLAY

Plan an extended meal break once each month so employees can participate in a group physical activity like bowling, walking to a near-by restaurant or park, games of croquet, badminton, volleyball, bocce or basketball. The activity selected will depend on the resources available at the worksite and employee interest.

## CHARITY WALKS

Most employees have a favorite charity. Many charities sponsor walks as fundraisers. Let employees select their favorite charities to be the second beneficiaries (the first beneficiary is the walker!) of a walk. Encourage employees to participate in fund raising walk/run events. Make donations to the walk voluntary or very modest so all employees can participate. Potentially the employees could have one fund raising walk a month to reinforce regular physical activity. Charity walks are also a great time to fulfill state community service time. A calendar of sports events (individual/group/park and community) in every state can be found at [www.active.com](http://www.active.com).

## ACTIVITY CLUB/GROUP

Encourage employees who have interest in similar kinds of physical activity/sports to form their own clubs and workout/play as a group. Time could be used from a regular meal break period or immediately after work. Social support from group members, interested in establishing and maintaining active behavior, is a strong influence for continued participation.



# SECTION III

## Resources for Worksite Policies



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# Move More Policies for Worksites

## What is meant by a policy?

**A POLICY CAN BE A LAW OR A REGULATION.** It can be a written rule, or a common practice. Policies can support healthy behaviors and lead to increased physical activity.

We can write policy at any level. Organizations such as worksites, and communities such as a

school district, can have policy. On a higher level, state law can be policy. Policies can create change in our surroundings that help us improve our activity habits. For example, an informal worksite policy can require activity breaks at meetings and events.

## Why do we need policies to support physical activity at the worksite?

- More and more employees are balancing the demands of a 40-hour workweek and meeting the needs of children, spouses, aging parent(s) and service to their community. Workplace policies that encourage regular physical activity benefit the employer with *lower absentee rates*<sup>1</sup>, *lower stress levels*<sup>2</sup> and *increased productivity*<sup>3</sup>.
- Workplace policies related to physical activity influence the *corporate or workplace “culture”*. Corporate or workplace culture is all the habits, routines and conditions that characterize a specific worksite. Worksite culture includes the values, beliefs and attitudes that define what is important in that workplace. In simple terms workplace culture is “how things are done around here”. If employees regularly gather in a lounge and view television during lunch, that is a workplace culture. Likewise, if employees routinely walk to a co-worker’s workspace to exchange information instead of using the email, that is also an example of workplace culture. Although the majority of factors that contribute to an employee’s wellness are lifestyle issues, the workplace culture can also influence individual wellness by helping to support and maintain long term behavior change<sup>4</sup>.
- Policies also protect employers and employees by *clearly defining what is and is not acceptable in a specific worksite*<sup>4</sup>. Depending on the worksite, some policies may allow for a greater flexibility in work hours to accommodate participation in physical activities; another worksite may be so structured by the nature of the work done there, that there can be very little or no flexibility in employee work schedules.

## What are informal policies?

Some employers may agree to implement “informal” policies to support increased physical activity for their employees. These policies may or may not be written, but should be widely communicated to the employees during staff meetings and other communication chan-

nels. Participation and compliance to these policies is voluntary.

### EXAMPLES:

- **Physical Activity Breaks in Meetings**—Examples include promotion of stretch breaks or icebreakers at meetings.
- **Identification of Physical Activity Opportunities**—Examples include provision of a map with walking routes and local attractions; identification of recreation and exercise facilities; organization of walking groups and other group activities.

## What is a formal policy?

An informal policy often times leads to a formal, written policy. A formal policy would include a statement of intent by the employer and would be applicable to all employees.

- **Supportive Schedules to Allow Physical Activities**—Examples include flexible work schedules that allow for physical activity during the workday, longer lunch breaks to allow activity, and scheduled and/or facilitated stretch breaks integrated into meeting agendas.
- **Encouragement from Employee Leadership to Engage in Physical Activity**—Examples include employee leadership promoting physical activity for employees; group leadership being a role model; worksite-sponsored walking clubs, sports teams and aerobic classes; promoting employee advocacy groups for physical activity.

For example, several departments may begin to informally include stretch breaks at all of their staff meetings. Senior management may see that this informal policy should become a formal, written policy for all employees attending all staff meetings. The policy may read:

*Effective (date), it is the policy of (this worksite) to include a five (5) minute physical activity break at all staff meetings.*

Other examples of a formal policy may address the value of physical activity such as:

*Effective (date), it is the policy of (this worksite) that employees that are physically able are encouraged to increase the number of steps or minutes they walk at work by: 1) using the stairs instead of the elevator; 2) parking farther from their work station, or 3) using meal-break time for walking.*

*Effective (date), it is the policy of (this worksite) that employees whose primary job is word processing or producing other computer generated materials are encouraged to plan with their immediate supervisor to incorporate frequent, shorter meal-breaks that include activity that use big muscle groups to improve circulation (like walking and gentle stretching) to re-energize and reduce muscle fatigue.*

*Effective (date), it is the policy of (this worksite) that activities and events sponsored or supported by this worksite will include supportive schedules to allow physical activities.*

See **Appendix A** for an example of a Sample Physical Activity Policy for your worksite.

Remember, this sample (although in written form) can be representative of an informal or formal policy. The worksite wellness committee will guide the promotion of physical activity programs and serve as the leader in advocating for new policies and policy changes. The ultimate goal is to introduce and promote policies that get employees moving more at work.

## **REFERENCES:**

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# SECTION IV

## Resources for Worksite Environments



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# Smart Steps Program

**THE SMART STEPS PROGRAM** promotes using the stairs as a way of incorporating physical activity into the workday of employees who work in multi-floor buildings. After adopting stair use at work, employees may choose to use the stairs in environments away from work, such as the mall or other business

buildings to maintain a more physically active life.

Before promoting the program among employees, make sure that the stairwells at your worksite are a safe and an inviting place for the employees so that taking the stairs is a more desirable option than the elevator.

## Guidelines for Smart Steps

1. Assess the condition of the stairwells in your building. If the stairs are dirty, poorly lighted or in need of repair or paint, contact the owner of the building if it is a leased property. If your employer owns the building, follow the proper channels for securing the needed maintenance.
2. Place artwork or other attractive visual details on the stairwell walls. Employees on different floors may wish to adopt a landing to decorate with donated artwork. Employees who are artists may be willing to donate their talent to the initiative. The worksite wellness committee may want to approve donated artwork before it is displayed.
3. Place inspirational and motivational signs/posters at several locations at the entrance to the stairwells and on elevator doors. Post the signs at eye-level or at a place where they are easily visible. See **Appendix B** for several examples of such posters. You can photocopy the ones provided in the toolkit, print these from the CD-ROM or create your own.



You may want to use the following checklist to prepare the stairwells to become a safe and inviting place for employees.

Stairwell	Needs Improvement (Yes/No)	Wellness Committee Member In-charge
<input type="checkbox"/> Lights		
<input type="checkbox"/> Paint		
<input type="checkbox"/> Carpet		
<input type="checkbox"/> Rubber Stairtreads		
<input type="checkbox"/> Artwork		
<input type="checkbox"/> Motivational Signs		
<input type="checkbox"/> Music		

*(It is not essential to have all the items in the checklist in order for the initiative to be a success; however, the more the better.)*

The Smart Steps Initiative can be promoted as a worksite wellness committee may choose between group challenge or as an individual activity. The the options and follow the steps outlined below:

### SMART STEPS GROUP CHALLENGE

- Identify teams of employees to compete. Teams could be different work units, employees on different floors or different shifts.
- Choose a challenge coordinator. \_\_\_\_\_  
*(Name of wellness committee member)*
- Invite employees to sign-in as Smart Steps teams. (See **Appendix C** for a sample sign up sheet.)
- Establish the goal for each team member to take at least one flight of stairs on each workday for six weeks. Clearly define *flight* as one up or one down or one up and down. *If employees have been very inactive you may want to start with one up or one down to ensure greatest success. Future challenges can be more strenuous as employees become fit.*
- At the end of the six-week period, tally up the team totals (number of workdays x number of team members x number of flights taken by each team member).
- Recognize the team with the highest score. Names of the team members could be posted on highly visible bulletin boards in common areas, listed in employee newsletters, announced at staff meetings or if possible members may be awarded with certificates. (See **Appendix D** for a Sample certificate.)



## SMART STEPS INDIVIDUAL ACTIVITY

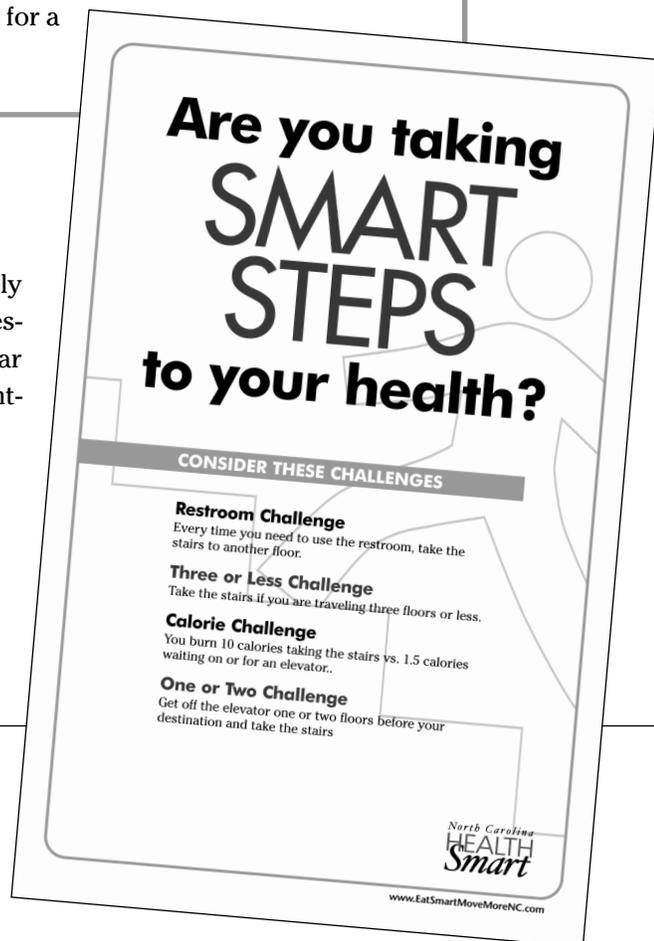
- Choose a coordinator \_\_\_\_\_  
(Name of wellness committee member)
- Sign up employees who agree to take at least one flight of stairs on each workday for six weeks. Clearly define *flight* as one up or one down or one up and down. *If employees have been very inactive you may want to start with one up or one down to ensure greatest success. Future challenges can be more strenuous as employees become fit.* (See **Appendix C** for a sample sign up sheet.)
- Ask employees to record their stair walks and report their score to the coordinator at the end of the six-week period.
- Tally the scores of all the individual employees who participated in the activity. (Minimum Score = Number of workdays x 1 flight per workday.)
- Recognize all the employees who participated. Names of the individuals could be posted on highly visible bulletin boards in common areas, listed in employee newsletters, announced at staff meetings or if possible members may be awarded with certificates. (See **Appendix D** for a sample certificate.)

## Smart Steps Suggestions

Taking the stairs may be a big step for physically inactive employees. Give employees ideas/suggestions on how to incorporate stairs into their regular routines. The following sample poster can be printed off from the CD-ROM. (See **Appendix P**.)

## RELATED LINKS:

<http://www.cdc.gov/nccdphp/dnpa/stairwell>



# Walking Routes

www.pedbikeimages.org/Michael King

**IDENTIFYING SAFE WALKING ROUTES** and including distance markers can be a big motivation for employees to Move More and incorporate physical activity in their workdays. Distance markers installed around safe walking areas, such as a park-

ing lot, encourage tracking of walking time and/or distance. In a large office building, measure and map an inside walking route(s) for both long (30 minutes) and short (10 minutes) walking breaks during inclement weather.

## Guidelines for creating Walking Routes

1. Choose one or two members from the worksite wellness committee to act as coordinator(s) for the program.

Coordinator 1 \_\_\_\_\_  
 Coordinator 2 \_\_\_\_\_

2. Determine a safe area for employees to walk. This could be within the confines of the employee parking lot or a nearby neighborhood. The route may be circular bringing the walker back to the start point with no overlap of the route or it may be a straight route, out 1/2 mile with a turn around and back 1/2 mile. If you choose a nearby community, you may want to use the "Walkability Checklist" (**Appendix E**) to evaluate your potential walking route.
3. Find out who in your community has a "Measuring Wheel." A measuring wheel is a device that can be rolled along the ground and the distance traveled is displayed on a dial. Generally, the Parks and Recreation department, police department, high school athletic department or the highway patrol may have a measuring wheel.

4. Use the measuring wheel to determine the distance along your selected walking route. It may be desirable to note distances in 1/4 mile increments. If acceptable, make mileage notations on the path. For instance, within a state owned parking lot, 1/4 mile markings may be painted on the lot surface or in an office building these may be posted on walls.

Take a walk and use this checklist to rate your neighborhood's walkability.

### How walkable is your community?

Location of walk \_\_\_\_\_ Rating Scale: 1 2 3 4 5 6  
1=not at all 2=not very 3=somewhat 4=quite 5=very 6=excellent

**1. Did you have room to walk?**  
 Yes  Some problems:  
 Sidewalks or paths started and stopped  
 Sidewalks were broken or cracked  
 Sidewalks were blocked with poles, signs, shrubbery, dumpsters, etc.  
 No sidewalks, paths, or shoulders  
 Too much traffic  
 Something else \_\_\_\_\_  
 Location of problems: \_\_\_\_\_  
 Rating: (circle one) 1 2 3 4 5 6

**2. Was it easy to cross streets?**  
 Yes  Some problems:  
 Road too wide  
 Traffic signals made us wait too long or did not give us enough time to cross  
 No/needed stopped crosswalk  
 No/needed crosswalk  
 Trees or plants blocked view  
 No/needed curb ramps or curbs  
 Something else \_\_\_\_\_  
 Location of problems: \_\_\_\_\_  
 Rating: (circle one) 1 2 3 4 5 6

**3. Did drivers behave well?**  
 Yes  Some problems:  
 Drivers...  
 Did not yield to people...  
 Interfering people...  
 ...  
 Rating: (circle one) 1 2 3 4 5 6

**4. Was it easy to follow safety rules? Could you and your child...?**  
 Yes  No  Yes  No  
 1. Cross at intersections or where you could see and be seen by drivers?  
 Yes  No "Stop and look left, right, and then left again before crossing street"  
 Yes  No "Walk on sidewalks or shoulders facing traffic, where there were no sidewalks"  
 Yes  No "Cross with the light"  
 Location of problems: \_\_\_\_\_  
 Rating: (circle one) 1 2 3 4 5 6

**5. Was your walk pleasant?**  
 Yes  Some unpleasant things:  
 No/needed more grass, flowers, or trees  
 No/needed more trees  
 ...  
 Rating: (circle one) 1 2 3 4 5 6

WALKING LOG								Record steps, minutes, or distance.	
Week	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Average	GOAL
Example	3,500	3,000	4,000	3,000	5,000	6,000	3,500	4,000	5,000
1									
2									
3									

Because I care about my health, I pledge to **MOVE MORE** by walking \_\_\_\_\_ (steps, minutes or distance) on each workday for the next \_\_\_\_\_ days/weeks. I will make choices that include walking in my daily routine.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

My healthy activity buddy will be \_\_\_\_\_ (optional)





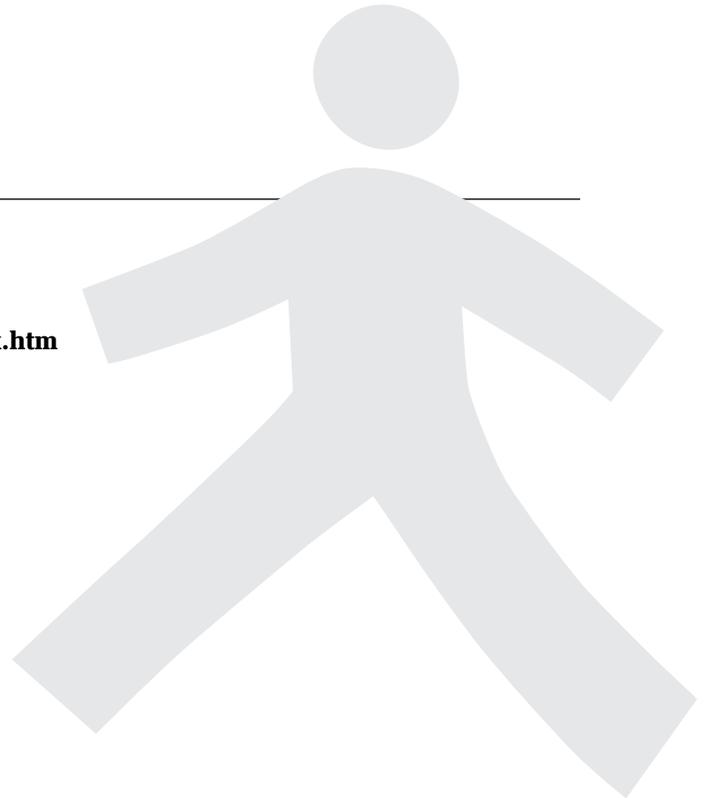
5. Draw a map of the route and mark the 1/4, 1/2, 3/4 and one mile locations. Maps can be copied for distribution and use by individual employees. A six-week walking log may be copied on the back of the map. (See **Appendix F** for a sample walking log.) Also, employees can be provided with a pledge card to increase their motivation to use the walking route. (See **Appendix G** for a sample pledge card.) These materials may be provided to all employees and not only to those who sign-in for participation.
6. Post sign-in sheets and maps at prominent places such as employee bulletin board or restroom doors to encourage employees to participate and use the walking route. (See **Appendix H** for a sample sign-in sheet.)
7. Ask employees if they wish to report the number of days walked, their total mileage or the total time spent walking at the end of the four or six week period.
8. Provide recognition to the top five walkers, if possible. This may be done by posting their names on the employee bulletin board, announcing their names at staff meeting, or providing them with a certificate of recognition. Recognition may also be given to employees who were regular in their walking schedules even if they were not top mileage makers.  
*(Remember the goal is to encourage employees to Move More and develop healthy habits. The speed and distance which individual employees walk may vary greatly. As employees walk more, the distance they will cover in the same time will increase.)*
9. Ask participants if anything could be improved or needs to be changed in the walking route, map or record keeping. Use suggestions to modify intervention for the next time!

---

## RELATED LINKS:

<http://www.ncdot.org>

<http://www.cdc.gov/nccdphp/dnpa/walkability/index.htm>





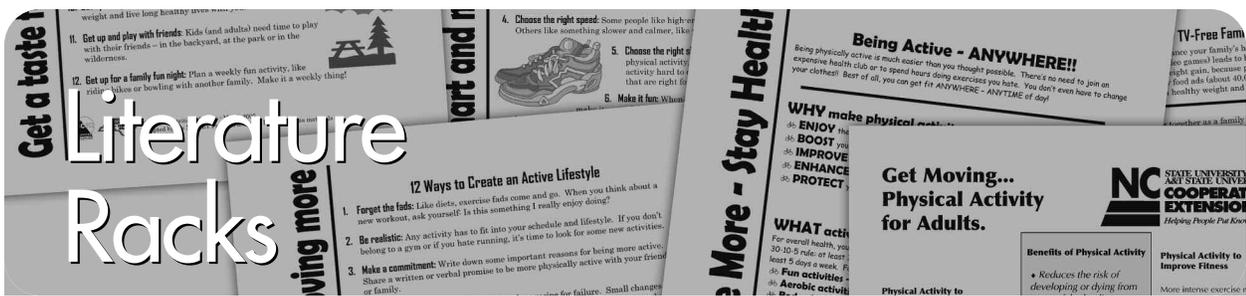
- **POST SIGNS** at the entrance of parking lot(s), encouraging employees to park further from the building so that they can walk extra steps.

The following sample entrance sign is available for printing from the CD-ROM provided with the toolkit.

- Post parking space signs at distant parking spaces that encourage employees to park further from the building.

The following sample parking space signs can be printed from the CD-ROM provided with the toolkit.





**LITERATURE RACKS** can be a convenient way to keep the Move More message visible in the workplace. Commercial literature racks are available at office and library supply stores. Simple and inexpensive literature holders can be made from attractive plastic or ceramic flower pots, baskets or other household items.

Use an attractive holder in a highly visible location to hold handouts/one-pagers on physical activity. Several ready-to-use handouts are included in **Appendix I**. These are also included in the toolkit CD-ROM for printing.

Brochures, booklets and pamphlets on several other topics related to physical activity can be ordered from the list of related links given below.

## RELATED LINKS:

- <http://win.niddk.nih.gov/publications>
- <http://www.hopehealth.com>
- <http://www.personalbest.com>
- <http://www.krames.com>
- <http://www.welcoa.org>
- <http://www.thepedometercompany.com/freecatalog.html>
- <http://www.parlay.com>
- <http://www.acsm.org>
- <http://www.ncppa.org/physactfactsheets.asp>

### Eat Smart, Move More - Stay Healthy

#### The Seven Cs of Staying Healthy

Many of us want to make changes in our habits, but sometimes it's advice from the doctor. Sometimes energy. We want to eat better and be more active. Taking some time to consider necessary changes. Taking some time to consider understand how to get from where you are now -

- 1. Caring enough to treat your body really.** Caring about yourself is essential for making any what we have to do in order to stop doing one thing yourself also helps you be in better shape to take
- 2. Choice to take small steps in a new direction.** Change is all about making choices. It is making rather than another (like watching TV). It doesn't programs. It just means that sometimes you need
- 3. Creativity to find a variety of food or activities.** The world is filled with stressful situations that be active. The key is to stay calm and to bring out of fresh produce, you
- 4. Courage for new things.** There is no way around courage you need. You about people who have
- 5. Comfort through change.** Change is hard, so read a book, to take a n
- 6. Confidence to make positive changes.** Optimistic people are ge make positive changes changes you have already
- 7. Celebration of small steps.** Rewards and celebrate celebrate graduating a moving a step closer to

North Carolina HEALTHSMART

### A taste for eating smart and moving more

#### 12 Ways to Create an Active Lifestyle

- 1. Forget the lads:** Like diets, exercise fads come and go. When you think about a new workout, ask yourself: Is this something I really enjoy doing?
- 2. Be realistic:** Any activity has to fit into your schedule and lifestyle. If you don't belong to a gym or if you hate running, it's time to look for some new activities.
- 3. Make a commitment:** Write down some important reasons for being more active. Share a written or verbal promise to be more physically active with your friends or family.
- 4. Start slow:** Making drastic changes can be a recipe for failure. Small changes can make a big difference, if they last. Pick one change, like walking more, and make it a habit.
- 5. Be consistent:** The human body responds well to consistency. For example, if you decide to walk more, make walking part of your daily routine - rather than an occasional activity.
- 6. Stick with it:** Research suggests that it takes about 21 days for a behavior to become habit. If you want to start walking more, make a plan to walk 30 minutes a day for 21 days!
- 7. Be flexible:** Life is full of surprises and some times plans need to change. If you can't get out in the morning, fit a 30-minute walk into a lunch break or go out after dinner.
- 8. Be creative:** Make a list of all the possible ways to fit a 30-minute walk into your life - like walking a dog, walking with a friend, walking to the store, or walking around the mall.
- 9. Make a list of options:** It's always good to have options. Like indoor shoes when it's cold. Make a list of all the ways you like to move, so you'll always have a fun option.
- 10. Plan for activity:** There is always too much to do in our busy lives. Make room for physical activity in yours by putting it on your schedule.
- 11. Forgive yourself:** If you miss a day of activity, it's no big deal. Just put on your shoes and get your walk in today! The goal is at least 30 minutes of activity, at least 5 days a week.
- 12. Congratulate yourself:** Becoming more active can be tough. Just think how long you've been sitting around. Give yourself a big pat on the back for any increases in physical activity.



### Healthy Eating, Healthy Moving, Healthy You

#### YOGA: Good for the Whole Body

Yoga is an ancient system of personal development encompassing mind, body and spirit. It is now embraced by modern science and by millions of Americans. Yoga can benefit anybody, from babies to seniors, and can be adapted for any body, from pregnant women to hardcore athletes. Take a class and see why yoga is often called the "fountain of life."

- 1. YOGA for strength**  
Building or rebuilding - muscle strength is just one of the many reasons to do yoga. The wide variety of yoga poses helps strengthen muscles in all areas of your body. Yoga can be especially helpful in strengthening back muscles - and reducing lower-back problems.
- 2. YOGA for flexibility**  
When people think "yoga," they often picture extraordinary flexibility - bodies twisted into amazing postures. Fortunately, you don't have to be naturally flexible to do yoga. With yoga's gentle pace, your body can become flexible and strong at the same time.
- 3. YOGA for balance**  
Yoga teaches balance - in body and mind, both essential for overall health in hectic times. Good physical balance reduces the risk of injuries and life-threatening falls, especially for older people. Mental balance helps us survive the natural ups and downs of daily life.
- 4. YOGA for energy**  
Yoga is an energizing activity - both physically and mentally. Yoga poses stimulate the flow of oxygen into the lungs and the flow of blood throughout the body. Traditionally, yoga classes also include a relaxation pose - time to breathe deeply and rest completely.
- 5. YOGA for stress reduction**  
Numerous studies confirm that people who do yoga feel less stressed generally - and are better able to handle highly stressful situations. Yoga enhances your ability to concentrate (by paying attention to your breathing) - and to clear your mind of extraneous thoughts.
- 6. YOGA for every body**  
A wide spectrum of yoga classes are available in this country. Some have a spiritual emphasis and include teaching about Eastern philosophy. Others focus on the health and fitness aspects of yoga. The key is to find a class or video that fits you and your lifestyle.

North Carolina HEALTHSMART  
National Nutrition Month 2003  
Adapted by the NC NET Program from Eat Right Montana materials



# Posters

**HEALTH MESSAGES** displayed in high traffic areas can both inform employees of facts and reinforce behavior.

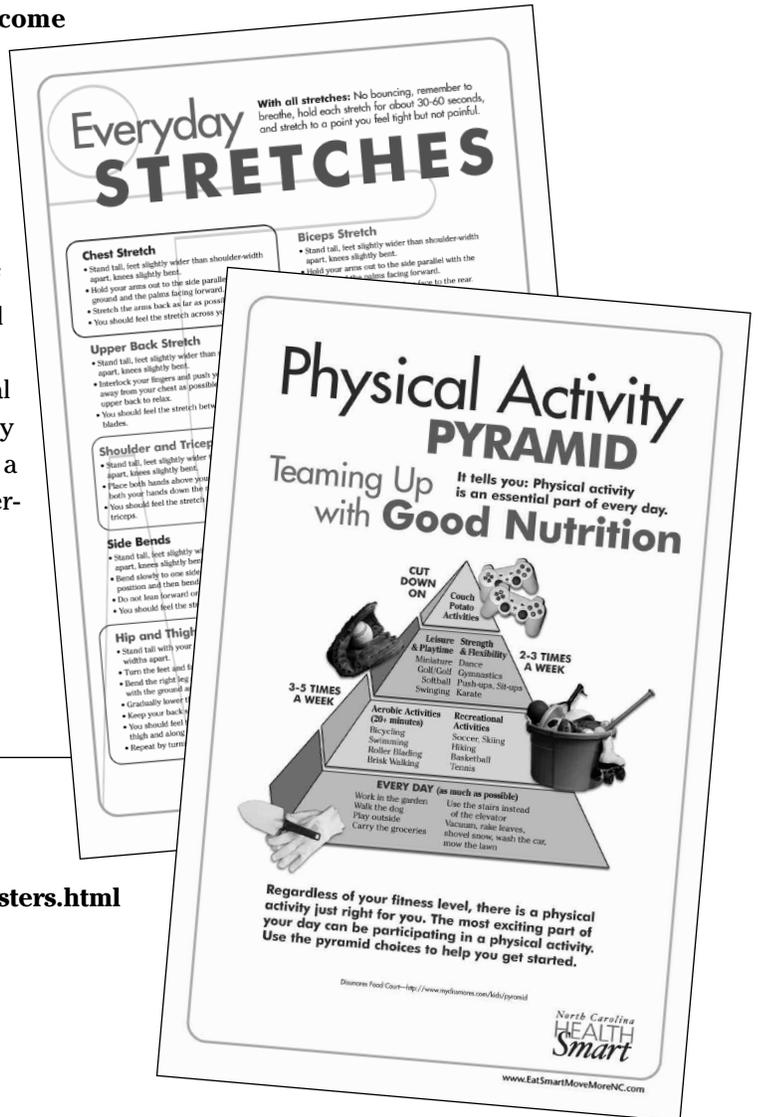
The posters should be changed regularly depending upon the number of times employees pass by the message. **Generally, after seeing the same message 10-20 times, people become desensitized to it and no longer “see” it.** A good rule of thumb would be to change posters/messages once a month. Leaving the poster spot empty for a couple of weeks may also increase response to a new poster message.

See **Appendix J** for some examples of posters/messages that can also be printed from the CD-ROM provided with the toolkit.

**Appendix K** contains samples of several motivating quotes related to physical activity and fitness. These quotes are provided as a ready-to-print size in the CD-ROM. Post differ-

ent quotes at different places at your worksite and switch around every week, or post the same quote at several places and change it after 1-2 weeks.

Posters on physical activity and fitness can also be ordered for charge from the following online sources.



## RELATED LINKS:

- <http://www.hopehealth.com>
- <http://www.thepedometercompany.com/posters.html>
- <http://www.parlay.com>
- <http://www.aahperd.org/naspe>



# Lending Library

**ESTABLISHING A LENDING LIBRARY** of videos and books for employees is one way to support the efforts to engage in physical activity on or off the worksite.

The following is a listing of some potential places to get physical activity video and audio tapes for the lending library:

## **PUBLIC LIBRARY**

Many public libraries carry an extensive collection of physical activity books, videos and audiotapes. Explore tapes on Tai Chi, Yoga, Pilates stretching, kick boxing, step aerobics, line dancing, square dancing, weight training, etc.

## **EMPLOYEES**

Employees in your worksite may themselves own physical activity books, video or audio tapes and might be willing to “dust them off” and share them with co-workers. Trading materials can add variety to the workout routine as well as reduce boredom.

## **DAIRY AND FOOD NUTRITION COUNCIL OF THE SOUTHEAST INC.**

This Council runs an audiovisual loan library. Call 1-800-768-6455 to request a catalog. Pertinent titles available include:

- “Exercise for Life” (16-minute program that explains positive aspects of exercise as well as negative effects of not exercising)
- “Fit or Fat Test” (22-minute program that describes the body’s set-point and how it affects weight gain/loss)

## **AGING GRACEFULLY**

This is an inexpensive 4-part video series for older adults available from New Hanover Regional Medical Center, Lifewise Program, 2222 S. College Road, Wilmington, NC 28403. Call 1-910-452-6400.

## **LOCAL COMMUNITY GROUPS AND FAITH COMMUNITIES**

Community groups (such as the YMCA) and faith communities in your local area may own books/videos on physical activity and may be willing to lend or donate these to your worksite.



**BICYCLING IS A FUN WAY** to get around and fulfills the dual purpose of transportation and physical activity. Providing secure bike racks at your worksite may encourage employees to bike rather than drive to work.

The type and design of bike rack will vary depending on available space for installation and the potential number of employees who might want to use it. The worksite wellness committee may first conduct a survey to estimate the number of employees who would

be interested in using the bike rack.

Bike racks are a one-time investment for your worksite but can have long term health benefits for employees.

The following sources may be contacted for having a bike rack installed at your worksite:

- **North Carolina Department of Transportation, Division of Bicycle and Pedestrian Education** has grant money available for independent projects that support the needs of bicyclists and pedestrians.

Your worksite may be eligible to receive funding for improving bike paths or bicycle storage. Check for deadline dates to submit grant application.

**Contact Information**

Phone: 919-733-2804

E-mail: [bikeped\\_transportation@dot.state.nc.us](mailto:bikeped_transportation@dot.state.nc.us)

Website: <http://www.ncdot.org/transit/bicycle/>

- **Your local parks and recreation department** may be able to work with you to get a bicycle rack installed at your worksite.

You may get the contact information for local parks in your county at the NC Local Parks and Recreation Departments' website or call them at 919-515-7118.

Website: <http://www.cfr.ncsu.edu/rrs/ncdeptsites.htm>

- If your worksite has enough funding to purchase its own bike rack, you may search for online vendors and get a comparable price.



**THE PROVISION OF AN ON-SITE FITNESS ROOM** may be a big motivation for employees to Move More and increase their daily physical activity.

Depending upon the availability of funds from your worksite this room may be equipped with stretching mats, exercise balls, a treadmill, stationary bike, weights, etc. If possible, personal lockers, shower and changing facilities may also be provided to employees who wish to use the fitness room or for those who walk or bike to work.

It is suggested that the following be put up in the fitness room for the benefit of the employees:

- Bulletin boards with health and fitness information. (See section on Posters.)
- A VCR/DVD and monitor for following video programs.
- A sign that conveys the message “This facility is unmonitored and its use is voluntary. Use at your own risk.”

Worksites that do not have a designated fitness room may consider using the following rooms (per availability) for physical activity:

- Unused office area.
- Conference rooms with a lot of open space.
- Cafeterias or lunchrooms that have movable furniture. Just moving the furniture out of place and returning it would add physical activity.
- Work bays or safe warehouse areas.

## WEIGHING SCALES

**WEIGHING SCALES** made available for employees’ use at the worksite may encourage them to be physically active and track weight changes. For most worksites, ordinary household/bathroom scales would serve this purpose. Make sure the weighing scale is located at a place where employees can have privacy while weighing.



Weighing scales are usually inexpensive to buy, and the following suggestions may be considered in obtaining a weighing scale for your worksite:

- Employees who wish to participate in physical activities to manage their weight may want to contribute to a pool of funds to buy a weighing scale.
- An employee may wish to donate his/her personal good quality weighing scale.
- The local health department or a hospital may donate a scale.
- If appropriate, office supply channels may be available for the purchase of a weighing scale.

# SECTION V

## Additional Resources



Move  
**MORE**

# Additional Resources

THE FOLLOWING IS A LISTING of some organizations/programs that provide useful information on physical activity.

## ACTIVE FOR LIFE

Active For Life is an American Cancer Society employee wellness program. It is a 10-week program that encourages employees to be more active on a regular basis by setting individual goals and forming teams for motivation and support. For more information about starting an Active for Life program at your workplace, contact your local American Cancer Society or call 1-800-ACS-2345.



## AMERICA ON THE MOVE

America on the Move is a national initiative that recommends making small, achievable changes to achieve energy balance—the balance between calories consumed and calories expended through activity. The program offers free registration both to individuals or groups. Participants pledge to work for energy balance by committing to walk extra 2000 steps (or one mile) and cut at least 100 calories each day.

Website: <http://www.americaonthemove.org>

## AMERICAN CANCER SOCIETY

The “Prevention and Early Detection” section of American Cancer Society’s webpage provides useful information on Staying Active including recommendations, news, tools and tips, etc.

Website: <http://www.cancer.org>



## AMERICAN COLLEGE OF SPORTS MEDICINE

The American College of Sports Medicine is the leading organization in sports medicine and exercise science. It provides reliable and up to date health and fitness information and tips including newsletters, brochures and audio and video resources.

Website: <http://www.acsm.org>



## AMERICAN DIABETES ASSOCIATION

The Association provides a culturally appropriate information on exercise as related to preventive and management aspects of diabetes. It gives practical tips on overcoming barriers, types of exercise, online diary to track steps and various other related tools.

Website: <http://www.diabetes.org/africanamerican>

## AMERICAN HEART ASSOCIATION

The “Healthy Lifestyle” section of American Heart Association’s webpage provides detailed and useful information on exercise and fitness for individuals.

Website: <http://www.americanheart.org>





## BE ACTIVE NORTH CAROLINA

Be Active NC is a non-profit organization dedicated to improving the health of all North Carolinians. The website provides information on the importance of being physically active and also an Active Steps Program for individuals where they can log steps/miles.

Website: <http://www.beactivenc.org>

## EAT SMART MOVE MORE...NORTH CAROLINA



Eat Smart Move More...NC is a statewide initiative that promotes increased opportunities for physical activity and healthy eating through policy and environmental change. The consumer site of the Eat Smart Move More...NC website provides practical information both for individuals and their families to incorporate physical activity into everyday life.

Website: <http://www.eatsmartmovemorenc.com>



## INTELIHEALTH

The “Healthy Lifestyles” section of IntelliHealth provides a wealth of reliable information on several physical activity related topics along with interactive tools on desk exercises, body mass index calculators, etc.

Website: <http://www.intelihealth.com>

## JUST MOVE

Just Move is an online tool from the American Heart



Association that helps people begin or continue an exercise program. The main purpose of the site is to provide individuals key information about physical activity. The tool provides an online exercise diary, fitness tips and resources and a section that helps individuals determine which fitness type best describes their lifestyle.

Website: <http://www.justmove.org>

## NATIONAL CENTER ON PHYSICAL ACTIVITY AND DISABILITY

The NCPAD provides information on physical activity for people with different types of disabilities. The information ranges from “Exercise Guidelines for People with Disabilities” to a variety of factsheets and downloadable videos for different kinds of activities for the physically disabled. A voice and TTY toll free line of the Center can provide callers with referral and individualized information from specialists who can research specific requests and provide materials in many topic areas.



Website: <http://www.ncpad.org/exercise>

Toll Free: 1-800-900-8086



## NATIONAL HEART, LUNG AND BLOOD INSTITUTE

The “Overweight and Physical Activity” section of the NHLBI publications provides links to a wealth of information and fact sheets on physical activity. Most of the publications can either be downloaded for free or ordered online for a nominal cost. Some of the publications are also available in minority languages such as Spanish, Vietnamese and Filipino.

Website: <http://www.nhlbi.nih.gov/health/pubs>

## NORTH CAROLINA PREVENTION PARTNERS

The “Physical Activity Prevention Partners Resources” section of the NC Prevention Partners website provides a useful listing of professional associations, fitness centers, programs, initiatives and policy efforts in support of physical activity. Also, “Starting the Conversation Tools” section contains booklets (for purchase) that are designed to let the users explore their readiness to adopt a more physically active lifestyle.



Website: <http://www.ncpreventionpartners.org>

## PERSONAL ENERGY PLAN



The Personal Energy Plan or PEP is a 12-week self-directed, worksite program to promote healthy eating and moderate physical activity. The program materials include workbooks for healthy eating and physical activity targeting employees based on their readiness to change. A coordinator's kit, promotional brochures, and posters are also included in the program. Website: <http://www.cdc.gov/nccdphp/dnpa/pep.htm>

Toll Free: 1-800-635-7050



## SHAPE UP AMERICA

Shape Up America is a high profile national initiative to promote healthy weight and increased physical activity in America. It offers free membership to individuals and access to a variety of health and fitness related information including tutorials, quizzes, calculators, booklets, etc.

Website: <http://www.shapeup.org>

## SISTERS TOGETHER

The "Sisters Together" program was started as a campaign focused on increasing physical activity and healthful eating, primarily for Black women. The web site has a lot of ideas, information, and materials that may help you start a local program about eating well and exercising more. Website: <http://www.hsph.harvard.edu/sisterstogether>



## STEPS TO HEALTHIER WOMEN

Steps To Healthier Women is a special Web section of the National Women's Health Information Center, devoted to improving women's health. The website provides information on physical activity and several other topics as related to women's health. It also focuses extensively on the goal of eliminating disparities and improving the health status of women of color.

Website: <http://www.4woman.gov/pubs/steps>



## TAKE ACTION

Take Action is a 10-week worksite health promotion program free to businesses. It aims to increase physical activity and/or exercise levels, a change that can benefit both employees and employers. It is easy to implement, flexible, and covers a 10-week period. Individuals can set their own goals, record small blocks of physical activity and watch the minutes add up to a healthier lifestyle change.

Website: <http://www.ca-takeaction.com>

## THE PRESIDENT'S CHALLENGE



The President's Challenge is a program that encourages all Americans to be active as part of their everyday lives. No matter what your activity and fitness level, the President's Challenge can help motivate you to improve.

Website: <http://www.presidentschallenge.org>

## US DEPARTMENT OF AGRICULTURE



The "Physical Activity Tool" from USDA assesses physical activity status and provides related energy expenditure information and educational messages. It enhances the link between good nutrition and health benefits of regular physical activity.

Website: <http://www.cnpp.usda.gov/ihei.html>



## YMCA OF THE USA

To find a YMCA located nearest to your worksite and the services offered visit the YMCA homepage.

Website: <http://www.ymca.net>

# APPENDICES



Move  
**MORE**

## APPENDIX A: Sample Physical Activity Worksite Policy

### SAMPLE PHYSICAL ACTIVITY WORKSITE POLICY

**Whereas:**

\_\_\_\_\_ (*fill in your worksite name*) is concerned about the health of our employees.

**Whereas:**

People have become more and more interested in eating better and being more active;

**Whereas:**

Heart disease, cancer and stroke—the top three causes of death in North Carolina—are largely affected by what we eat and how active we are;

**Whereas:**

Regular physical activity provides for increased quality of life through improved endurance, strength, flexibility and balance, as well as reduced risk of chronic diseases, injury and perception of stress;

**Therefore:**

Effective \_\_\_\_\_ (*today's date*), it is the policy of \_\_\_\_\_ (*fill in your worksite name*) that activities and events sponsored or supported by this organization will include opportunities for physical activity: (*These are some of the examples discussed—the policy may be written to address only one change at the time or multiple policies.*)

- **Physical Activity Breaks In Meetings**

Examples include facilitated activities such as stretch breaks or icebreakers.

- **Identification of Physical Activity Opportunities**

Examples include provision of map with walking routes and local attractions; identification of recreational and exercise facilities; organization of walking groups and other group activities.

- **Supportive Schedules To Allow Physical Activities**

Examples include flexible work schedules; modified meal breaks to allow activity; as well as scheduled and/or facilitated stretch breaks integrated into meeting agendas.

- **Encouragement from Group Leadership to Engage in Physical Activity**

Examples include employee leadership promoting physical activity for employees; group leadership being a role model.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Name of Worksite: \_\_\_\_\_





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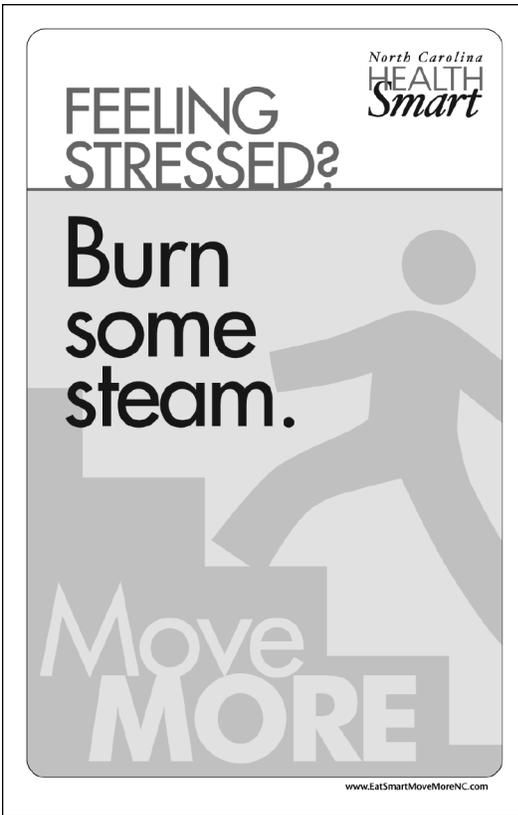
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MMPoster5.BurnSteam.pdf



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MMPoster8.Hey.pdf



MMPPoster9.NoWaiting.pdf



MMPPoster10.NoTime.pdf



MMPPoster11.Years.pdf



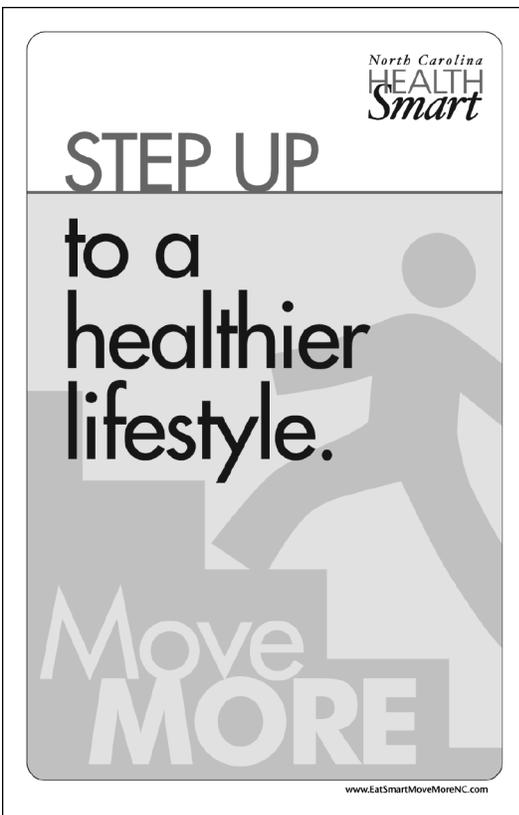
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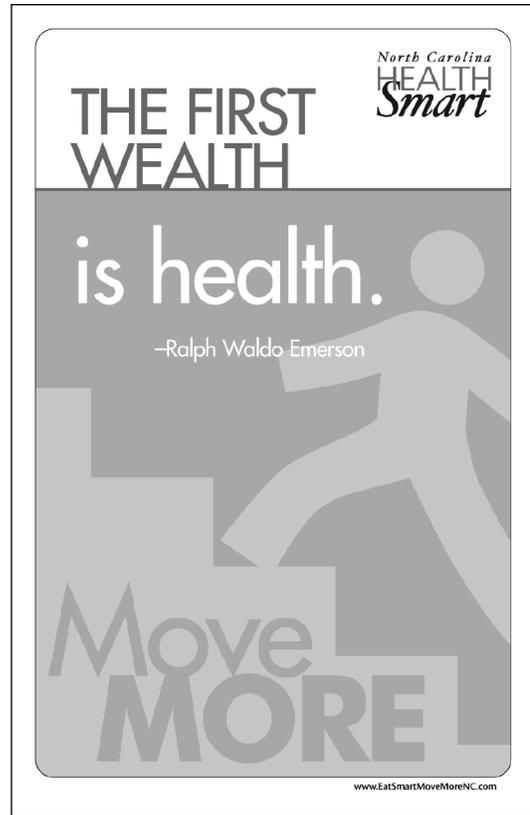
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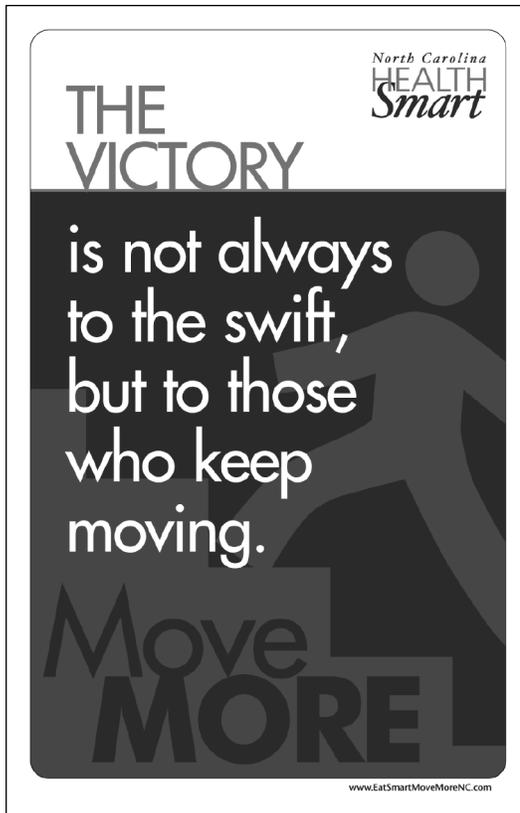
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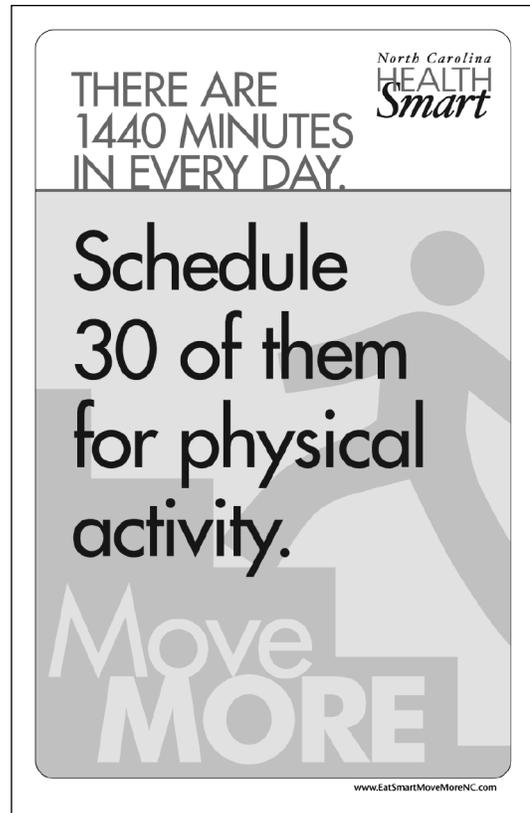
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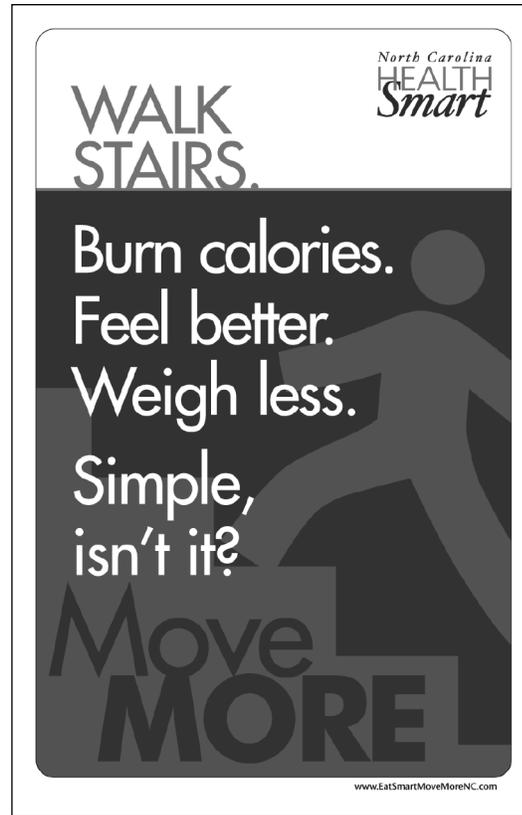
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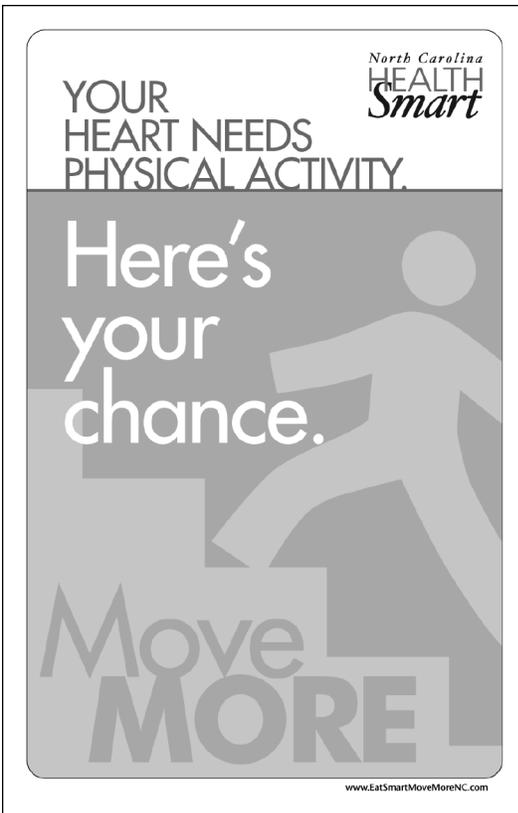
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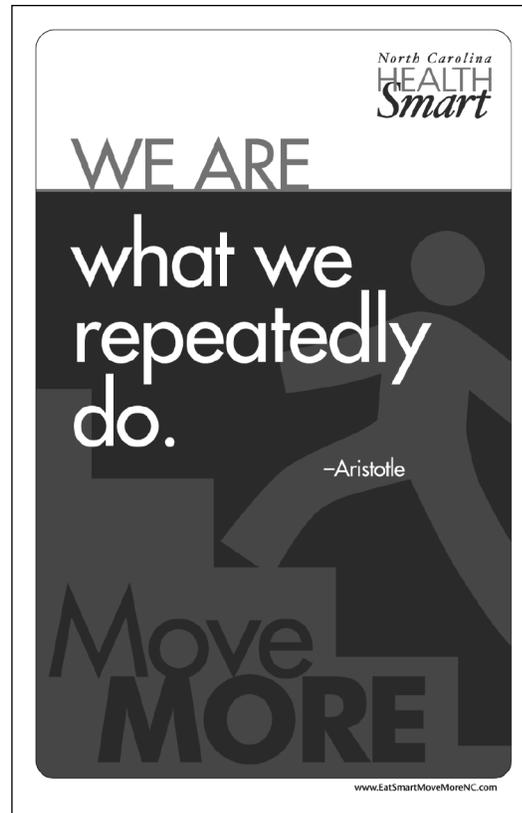
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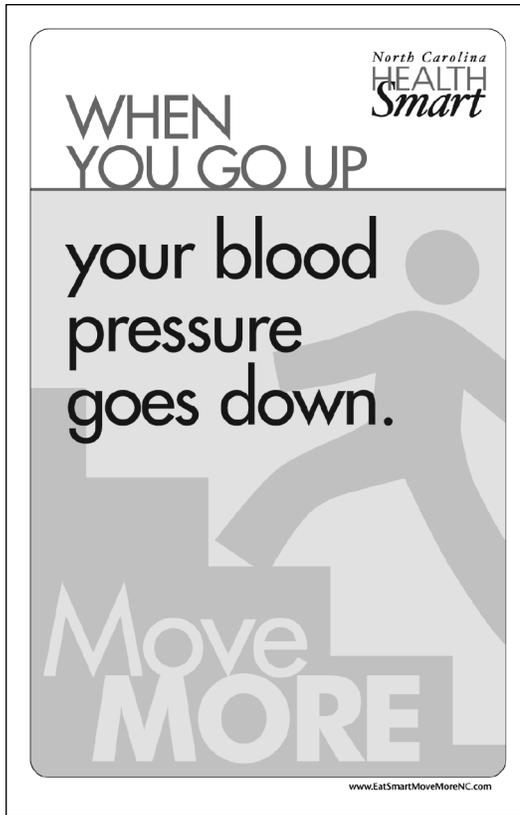
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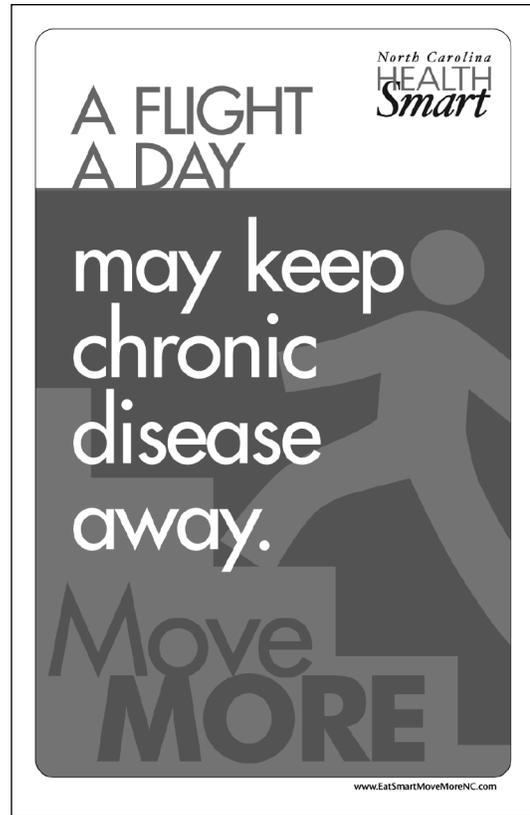
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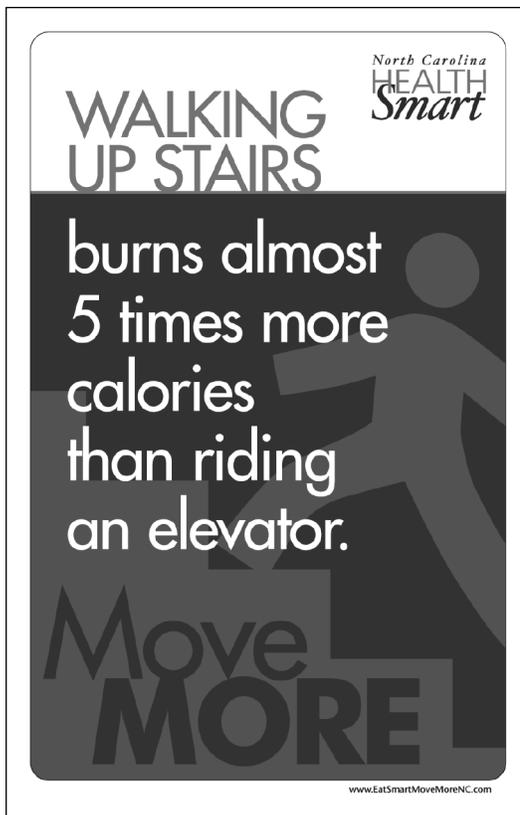
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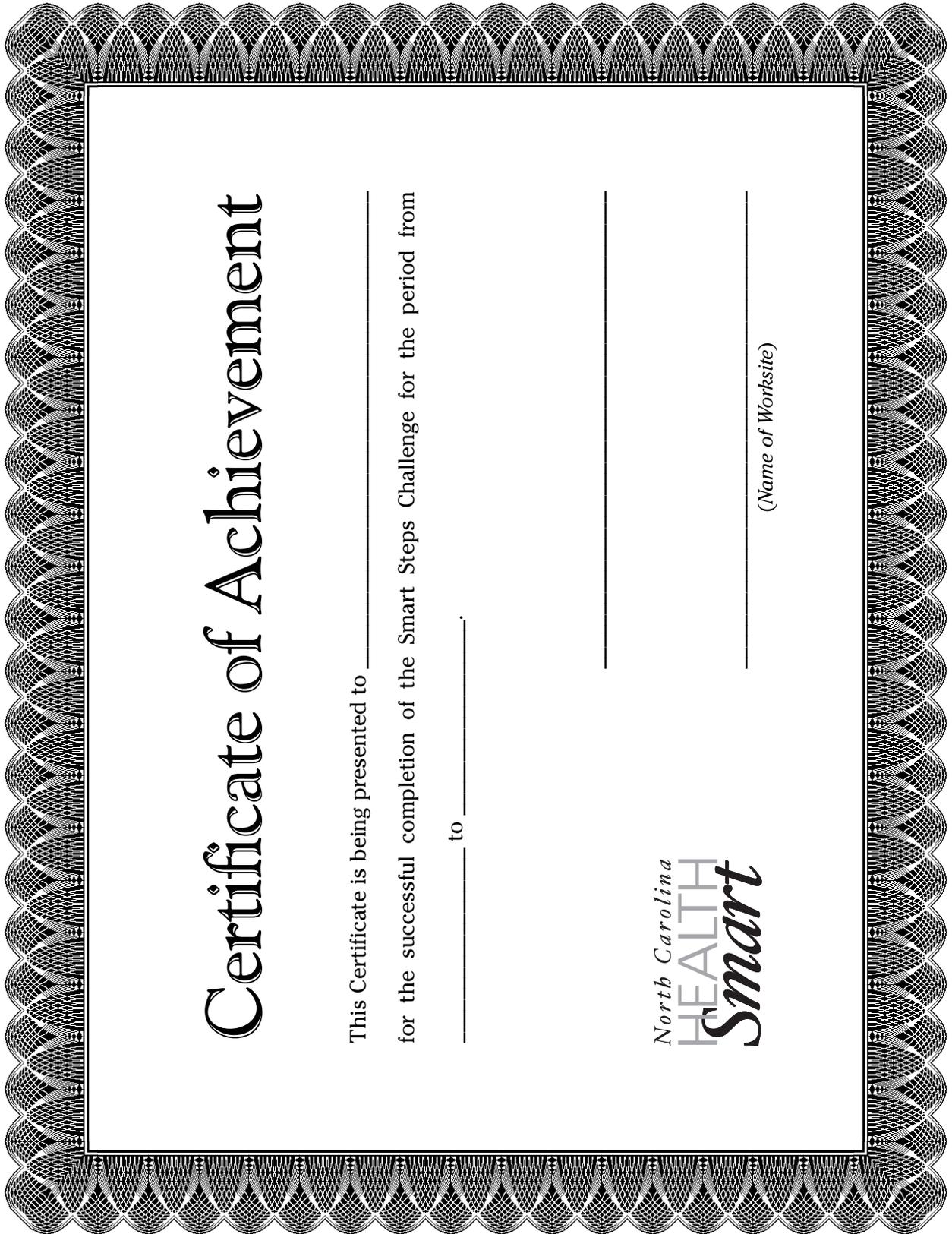


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# Certificate of Achievement

This Certificate is being presented to \_\_\_\_\_  
for the successful completion of the Smart Steps Challenge for the period from  
\_\_\_\_\_ to \_\_\_\_\_.

North Carolina  
**HEALTH**  
*Smart*

\_\_\_\_\_  
(Name of Worksite)

# Walkability Checklist

## How walkable is your community?

Take a walk with a child and decide for yourselves.

Everyone benefits from walking. But walking needs to be safe and easy. Take a walk with your child and use this checklist to decide if your neighborhood is a friendly place to walk. Take heart if you find problems, there are ways you can make things better.

### Getting started:

First, you'll need to pick a place to walk, like the route to school, a friend's house or just somewhere fun to go.

The second step involves the checklist. Read over the checklist before you go, and as you walk, note the locations of things you would like to change. At the end of your walk, give each question a rating. Then add up the numbers to see how you rated your walk overall.

After you've rated your walk and identified any problem areas, the next step is to figure out what you can do to improve your community's score. You'll find both immediate answers and long-term solutions under "Improving Your Community's Score..." on the third page.



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Partnership for a  
Walkable America



Pedestrian and Bicycle Information Center

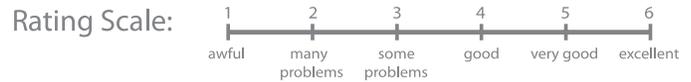


U.S. Department  
of Transportation

Take a walk and use this checklist to rate your neighborhood's walkability.

# How walkable is your community?

Location of walk \_\_\_\_\_  
 \_\_\_\_\_



**1. Did you have room to walk?**

- Yes     Some problems:
- Sidewalks or paths started and stopped
  - Sidewalks were broken or cracked
  - Sidewalks were blocked with poles, signs, shrubbery, dumpsters, etc.
  - No sidewalks, paths, or shoulders
  - Too much traffic
  - Something else \_\_\_\_\_
- Locations of problems: \_\_\_\_\_

Rating: (circle one) \_\_\_\_\_  
 1 2 3 4 5 6 \_\_\_\_\_

**4. Was it easy to follow safety rules?**

**Could you and your child...**

- Yes     No    Cross at crosswalks or where you could see and be seen by drivers?
- Yes     No    Stop and look left, right and then left again before crossing streets?
- Yes     No    Walk on sidewalks or shoulders facing traffic where there were no sidewalks?
- Yes     No    Cross with the light?
- Locations of problems: \_\_\_\_\_

Rating: (circle one) \_\_\_\_\_  
 1 2 3 4 5 6 \_\_\_\_\_

**2. Was it easy to cross streets?**

- Yes     Some problems:
- Road was too wide
  - Traffic signals made us wait too long or did not give us enough time to cross
  - Needed striped crosswalks or traffic signals
  - Parked cars blocked our view of traffic
  - Trees or plants blocked our view of traffic
  - Needed curb ramps or ramps needed repair
  - Something else \_\_\_\_\_
- Locations of problems: \_\_\_\_\_

Rating: (circle one) \_\_\_\_\_  
 1 2 3 4 5 6 \_\_\_\_\_

**5. Was your walk pleasant?**

- Yes     Some unpleasant things:
- Needed more grass, flowers, or trees
  - Scary dogs
  - Scary people
  - Not well lighted
  - Dirty, lots of litter or trash
  - Something else \_\_\_\_\_
- Locations of problems: \_\_\_\_\_

Rating: (circle one) \_\_\_\_\_  
 1 2 3 4 5 6 \_\_\_\_\_

**3. Did drivers behave well?**

- Yes     Some problems: Drivers...
- Backed out of driveways without looking
  - Did not yield to people crossing the street
  - Turned into people crossing the street
  - Drove too fast
  - Sped up to make it through traffic lights or drove through traffic lights?
  - Something else \_\_\_\_\_
- Locations of problems: \_\_\_\_\_

Rating: (circle one) \_\_\_\_\_  
 1 2 3 4 5 6 \_\_\_\_\_

**How does your neighborhood stack up?**

**Add up your ratings and decide.**

1. \_\_\_\_\_    **26-30** Celebrate! You have a great neighborhood for walking.
2. \_\_\_\_\_    **21-25** Celebrate a little. Your neighborhood is pretty good.
3. \_\_\_\_\_    **16-20** Okay, but it needs work.
4. \_\_\_\_\_    **11-15** It needs lots of work. You deserve better than that.
5. \_\_\_\_\_    **5-10** Call out the National Guard before you walk. It's a disaster area.

**Total** \_\_\_\_\_

Now that you've identified the problems, go to the next page to find out how to fix them.

Now that you know the problems,  
you can find the answers.

# Improving your community's score...



	What you and your child can do immediately	What you and your community can do with more time
<p><b>1. Did you have room to walk?</b></p> <p>Sidewalks or paths started and stopped Sidewalks broken or cracked Sidewalks blocked No sidewalks, paths or shoulders Too much traffic</p>	<ul style="list-style-type: none"> <li>pick another route for now</li> <li>tell local traffic engineering or public works department about specific problems and provide a copy of the checklist</li> </ul>	<ul style="list-style-type: none"> <li>speak up at board meetings</li> <li>write or petition city for walkways and gather neighborhood signatures</li> <li>make media aware of problem</li> <li>work with a local transportation engineer to develop a plan for a safe walking route</li> </ul>
<p><b>2. Was it easy to cross streets?</b></p> <p>Road too wide Traffic signals made us wait too long or did not give us enough time to cross Crosswalks/traffic signals needed View of traffic blocked by parked cars, trees, or plants Needed curb ramps or ramps needed repair</p>	<ul style="list-style-type: none"> <li>pick another route for now</li> <li>share problems and checklist with local traffic engineering or public works department</li> <li>trim your trees or bushes that block the street and ask your neighbors to do the same</li> <li>leave nice notes on problem cars asking owners not to park there</li> </ul>	<ul style="list-style-type: none"> <li>push for crosswalks/signals/parking changes/curb ramps at city meetings</li> <li>report to traffic engineer where parked cars are safety hazards</li> <li>report illegally parked cars to the police</li> <li>request that the public works department trim trees or plants</li> <li>make media aware of problem</li> </ul>
<p><b>3. Did drivers behave well?</b></p> <p>Backed without looking Did not yield Turned into walkers Drove too fast Sped up to make traffic lights or drove through red lights</p>	<ul style="list-style-type: none"> <li>pick another route for now</li> <li>set an example: slow down and be considerate of others</li> <li>encourage your neighbors to do the same</li> <li>report unsafe driving to the police</li> </ul>	<ul style="list-style-type: none"> <li>petition for more enforcement</li> <li>request protected turns</li> <li>ask city planners and traffic engineers for traffic calming ideas</li> <li>ask schools about getting crossing guards at key locations</li> <li>organize a neighborhood speed watch program</li> </ul>
<p><b>4. Could you follow safety rules?</b></p> <p>Cross at crosswalks or where you could see and be seen Stop and look left, right, left before crossing Walk on sidewalks or shoulders facing traffic Cross with the light</p>	<ul style="list-style-type: none"> <li>educate yourself and your child about safe walking</li> <li>organize parents in your neighborhood to walk children to school</li> </ul>	<ul style="list-style-type: none"> <li>encourage schools to teach walking safely</li> <li>help schools start safe walking programs</li> <li>encourage corporate support for flex schedules so parents can walk children to school</li> </ul>
<p><b>5. Was your walk pleasant?</b></p> <p>Needs grass, flowers, trees Scary dogs Scary people Not well lit Dirty, litter</p>	 <ul style="list-style-type: none"> <li>point out areas to avoid to your child; agree on safe routes</li> <li>ask neighbors to keep dogs leashed or fenced</li> <li>report scary dogs to the animal control department</li> <li>report scary people to the police</li> <li>report lighting needs to the police or appropriate public works department</li> <li>take a walk with a trash bag</li> <li>plant trees, flowers in your yard</li> </ul>	<ul style="list-style-type: none"> <li>request increased police enforcement</li> <li>start a crime watch program in your neighborhood</li> <li>organize a community clean-up day</li> <li>sponsor a neighborhood beautification or tree-planting day</li> <li>begin an adopt-a-street program</li> </ul>
<p><b>A Quick Health Check</b></p> <p>Could not go as far or as fast as we wanted Were tired, short of breath or had sore feet or muscles</p>	<ul style="list-style-type: none"> <li>start with short walks and work up to 30 minutes of walking most days</li> <li>invite a friend or child along</li> </ul>	<ul style="list-style-type: none"> <li>get media to do a story about the health benefits of walking</li> <li>call parks and recreation department about community walks</li> <li>encourage corporate support for employee walking programs</li> </ul>

## APPENDIX F: Walking Log

### WALKING LOG

Record steps, minutes, or distance.

Week	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Average	GOAL
Example	3,500	3,000	4,000	3,000	5,000	6,000	3,500	4,000	5,000
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									



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**APPENDIX G: Move More Pledge Card**

**Because I care about my health, I pledge to MOVE MORE by walking \_\_\_\_\_ (steps, minutes or distance) on each workday for the next \_\_\_\_\_ days/weeks. I will make choices that include walking in my daily routine.**



Signature \_\_\_\_\_

Date \_\_\_\_\_

My healthy activity buddy will be

\_\_\_\_\_ (optional)



## 12 Ways to Create an Active Lifestyle

1. **Forget the fads:** Like diets, exercise fads come and go. When you think about a new workout, ask yourself: Is this something I really enjoy doing?
2. **Be realistic:** Any activity has to fit into your schedule and lifestyle. If you don't belong to a gym or if you hate running, it's time to look for some new activities.
3. **Make a commitment:** Write down some important reasons for being more active. Share a written or verbal promise to be more physically active with your friends or family.
4. **Start slow:** Making drastic changes can be a recipe for failure. Small changes can make a big difference, if they last. Pick one change, like walking more, and make it a habit.
5. **Be consistent:** The human body responds well to consistency. For example, if you decide to walk more, make walking part of your daily routine – rather than an occasional activity.
6. **Stick with it:** Research suggests that it takes about 21 days for a behavior to become habit. If you want to start walking more, make a plan to walk 30 minutes a day for 21 days!
7. **Be flexible:** Life is full of surprises and some times plans need to change. If you can't get out in the morning, fit a 30-minute walk into a lunch break or go out after dinner.
8. **Be creative:** Make a list of all the possible ways to fit a 30-minute walk into your life – like walking a dog, walking with a friend, walking to the store, or walking around the mall.
9. **Make a list of options:** It's always good to have options, like indoor ideas when it's cold. Make a list of all the ways you like to move, so you'll always have a fun option.
10. **Plan for activity:** There is always too much to do in our busy lives. Make room for physical activity in yours by putting it on your schedule.
11. **Forgive yourself:** If you miss a day of activity, it's no big deal. Just put on your shoes and get your walk in today! The goal is at least 30 minutes of activity, at least 5 days a week.
12. **Congratulate yourself:** Becoming more active can be tough. Just think how long you've been sitting around. Give yourself a big pat on the back for any increases in physical activity.



## 12 Ways to Make Physical Activity More Routine

1. **Choose the right activity for you:** Different body types do better with different physical activities. Not every body is built for running, but every body can find an activity that is right for them.
2. **Choose the right time:** Some of us are naturally morning people. Others prefer to be active at the end of the day. Listen to when your body likes to move and it will be more fun.
3. **Choose the right goal:** Goals can motivate us, if we choose the right ones. Focus on what you want to do.
4. **Choose the right speed:** Some people like high-energy activities, like running. Others like something slower and calmer, like walking.



5. **Choose the right shoes:** Comfort is essential for physical activity. When your feet hurt, it makes activity hard to do. Choose shoes that fit well and that are right for your activity level.
6. **Make it fun:** When we enjoy an activity, we want to make it part of our day. The best activity is one that you enjoy, because you will be able to make it a regular routine.
7. **Make it easy:** Keep comfortable shoes by the door or in the car, so it's easy to take a walk. Set out comfy clothes the night before, so getting ready for activity is just routine.
8. **Make it simple:** Being active doesn't mean you have to join a gym. Walking is a great activity. Just get up and move.
9. **Have a routine:** Once we get into a new routine, it's easier to stick with it over time (and a new habit takes at least 21 days to establish).
10. **Do it with friends:** When we are active with someone else, it helps us get out. You can join a class together or just plan to meet for a neighborhood walk.
11. **Keep a record:** Research shows that self-monitoring is a key to a healthy weight. You can track your activity in different ways, like minutes per day or steps on a pedometer.
12. **Reward yourself:** Becoming more active is a gradual process. Just think how long you've been sitting around. Give yourself a big pat on the back for any increases in physical activity.

Get a taste for eating smart and moving more

## 12 Fun Ways to Enjoy TV-Free Family Time

Turning off the TV is an easy way to enhance your family's health and happiness. More screen time (TV, computers and video games) leads to higher weights for both adults and children. TV time leads to weight gain, because people are more sedentary and because they see so many food ads (about 40,000 a year). Turning off the TV will help your family maintain a healthy weight and give you time together.

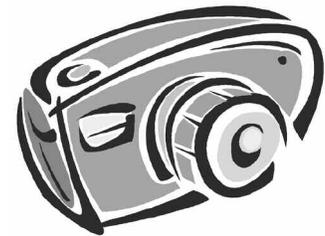
1. **Snuggle up and read a book:** Reading together as a family is one of the best ways to ensure your children do well in school.
2. **Snuggle up and tell a story:** Telling stories is another way to enhance children's verbal skills – and to share special memories.
3. **Snuggle up and sing a song:** Kids don't care if you can carry a tune and they love to sing with you, learning new words along the way.
4. **Snuggle up and talk:** Turning off the TV gives you more time to talk with your children.
5. **Snuggle up and listen:** You learn more about your children by talking less and listening more. If you listen, they will talk.
6. **Just snuggle up together:** The biggest benefit of turning off TVs, computers and video games is that your family can grow closer.
7. **Get up and take a walk:** A simple neighborhood walk gives you time together and an easy way to get healthier and stronger together too!
8. **Get up and dance:** Dancing combines fun and activity for every age. Let your kids pick the music and teach you the moves.
9. **Get up and play a game:** Pick the right game for your child's skills – like tossing a foam ball with a toddler or baseball with older kids.
10. **Get up and play with a pet:** Dogs and cats also need activity to maintain a healthy weight and live long healthy lives with you.
11. **Get up and play with friends:** Kids (and adults) need time to play with their friends – in the backyard, at the park or in the wilderness.
12. **Get up for a family fun night:** Plan a weekly fun activity, like riding bikes or bowling with another family. Make it a weekly thing!



## 12 Ways to Add Value to Your Daily Walk

A daily walk is one of the best ways to maintain a healthy weight. Research also shows that 30 to 45 minutes of brisk walking helps boost your immune system, reduce your risk of disease and lower your stress level. If these benefits aren't enough to get you off the couch, here are twelve easy ways to make your walking time even more valuable.

1. **Take a friend:** Walking and talking with a friend is good for your body, good for your heart and good for your soul.
2. **Take a child:** See the world through the eyes of a child – in a stroller, in a wagon, in a backpack or just hand-in-hand.
3. **Take a pet:** America's pets are facing their own weight crisis. Do your dog a favor – take a long walk together.
4. **Take a song on CD or tape:** Music lightens every step and makes the time go faster. Pick your favorite tunes and pick up the pace.
5. **Take a book (on tape):** If you need to do two things at once, walking and listening to books on tape is the perfect solution.
6. **Take a camera:** Want to be a better photographer? Make every walk a photo expedition and you'll be a pro in no time.
7. **Learn about birds:** Wherever you walk outdoors, there are birds to watch and hear.
8. **Learn about plants:** City parks, country roads and wilderness trails all have flowers and trees waiting to be enjoyed.
9. **Learn about geology:** With a little reading and a lot of observation, you can learn about the forces that shape our land.
10. **Learn about history:** History is all around us. Use a map or guidebook to learn what happened before your time.
11. **Learn about your community:** Become more informed and more involved by walking around your neighborhood and your town.
12. **Learn a language:** Language tapes or CDs make ideal walking companions and you can even practice out loud.



## 12 Easy Ways to Be Active Around Your Home

All of us are busy and physical activity is missing in our hectic schedules. A quick way to be more active is to do it at home! Here are 12 easy ways to start a healthy lifestyle at your front door.

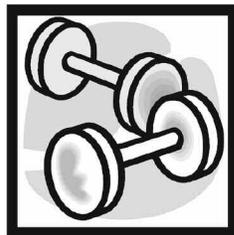
1. **WALK around the block:** Two or three 10-minute walks in your neighborhood can add up to some serious health benefits.
2. **BIKE down the street:** Keep your bikes (and helmets) ready to go at a moment's notice, like for a quick jaunt to the grocery store.
3. **GARDEN in the yard:** A vegetable garden, even a small one, is the most delicious way to get active and eat better at the same time.
4. **MOW or RAKE the lawn:** Forget a fancy riding mower. A push mower, even an electric one, helps with extra steps for a healthy weight.
5. **JUMP in the driveway:** Jump rope, jump shots with ball and hoop, or even jump with a pogo stick (good for your balance too!).
6. **STRETCH with a band:** Keep a resistance band next to the remote – so you can stretch your arms and legs while watching TV.
7. **LIFT a weight:** Keep a weight near the telephone. Pick it up when you get a call and pump your arms while you talk.
8. **DANCE with a DVD or video:** Turn a TV room into a fitness center with your favorite flavor of music. Salsa? Country? Disco? Rock?
9. **PUMP with a machine:** Exercise machines can be a fitness bonus if you keep them in an accessible place and use them often.
10. **STEP with the stairs:** You don't need a fancy machine to build beautiful legs and thighs. Just go up the stairs as often as you can.
11. **PUSH with a broom or mop:** It's not a real glamorous way to get active, but it works! Housework burns as many calories as golf without a cart.
12. **LAUGH and PLAY together:** Add some laughter and play into your life. Research shows that they can have powerful health benefits.



## 12 Easy Ways to Enjoy Physical Activity at Work

There are some serious benefits to increasing your physical activity at work. Even brief bursts of activity, like a 10-minute walk, can improve your concentration, creativity and performance (especially on detailed tasks). If your employer has a worksite wellness program, take advantage of group exercises and the activities offered. If not, create your own program with four simple pieces of equipment: a comfortable pair of shoes, a pedometer, a set of light hand weights and a resistance band (like a Dynaband®).

1. **Wear a pedometer at work:** Since every step counts, wearing a pedometer is wonderful motivator to walk more during your workday.
2. **Walk around the office:** There's no need to sit still while you talk on the phone or think. Pacing and fidgeting are physical activity.
3. **Walk around the building:** Sometimes a face-to-face talk is the best way to communicate (and it gets you up and moving around).
4. **Walk up (and down) stairs:** If you have a choice, always take the stairs. If you have stairs, take as many trips up and down as possible.
5. **Walk around the block:** Got a coffee break? Got a few free minutes? Take a walk outside and get some fresh air (and extra steps).
6. **Walk and talk:** Need to discuss something with a co-worker? A walking meeting can be more productive and healthier too!



7. **Lift weights while you talk:** Keep a weight near the telephone; pick it up when you get a call and pump your arms while you talk.
8. **Take a weight break:** Feeling tired and bogged down? Take 5-10 minutes to lift your hand weights and get your blood flowing.
9. **Work your abs:** You can strengthen tummy muscles while sitting in a chair. Sit straight, tighten muscles and release. Repeat.
10. **Stretch your arms and legs:** Stuck at your desk? Use a resistance band for a 5-10 minute stretch. Your mind and body will be more flexible.
11. **Stretch your stress away:** Tension in your shoulders, neck and back is easy to release with standing stretches and a resistance band.
12. **Check your pedometer:** How many steps do you take during a typical workday? Any ideas for adding a few more steps here or there?

## 12 Fun Ways to Walk the Talk in Your Organization

Almost everyone in America is looking for easy ways to be more physically active. Any group, organization or club (service, professional, educational or social) can easily help its members become healthier. It doesn't have to take a lot of time or money. All it takes is a commitment to an active lifestyle and a little creativity to get things moving along. Here are a dozen fun ways to help your group get up and get moving, one step at a time.

1. **Take 10 at every meeting:** Take ten minutes to get moving – with a few stretches, a few dance moves or a few leg lifts in a chair.
2. **Introduce new activities:** Expose co-workers to new options for being active. Invite local experts to showcase yoga, Pilates or zumba!
3. **Sponsor a sports team:** Get actively involved with getting kids active. Practice with the kids, set up the field or actively coach.
4. **Plan active celebrations:** Hula-Hoop® or limbo contests? Conga lines? A little silliness can provide active fun at almost no cost.
5. **Join active events:** Nearly every community has walks, runs or other active events where you can share your group spirit.
6. **Start a walking club:** Getting together at a specific time and place often makes it easier to get motivated and get moving.
7. **Get a little competitive:** Some people are motivated by a competitive spirit and like to see who can walk the most steps.
8. **Take an active challenge:** At [www.presidentschallenge.org](http://www.presidentschallenge.org), individuals, teams and clubs can track their activity levels.
9. **Give activity awards:** Recognize members who become more active and those who support others in active lifestyles.
10. **Support active communities:** Actively work towards bike paths, skate parks or hiking trails – fun, safe activity for people of all ages.
11. **Choose an active location:** Move meetings to places where members can be active before or after – like a park or bowling alley.
12. **Play, play, play:** An organization or club that plays together stays together and has a lot more fun too!



## 12 Fun Ways to Enjoy Active Vacation Time

The goal of most vacations is to rest, relax and rejuvenate. Wherever you are vacationing this year, make sure to plan plenty of time for outdoor activities. Being more active is a wonderful way to reduce your stress and improve your mood. The best physical activities are those that combine moving outside with having a good time. Fun and physical activity are the ideal combo for family vacations!

1. **Dig into some sand:** Build sand castles, splash in the waves or see how many different seashells you can collect.
2. **Discover a local tourist site:** Sometimes we forget about places that are close to home. Make a list of local sites you've forgotten to visit.
3. **Explore a historical site:** Battlefields, monuments and memorials are all interesting and educational places to explore.
4. **Hunt for unusual activities:** Many places have unique, fun ways to be active – like four-person, pedal powered surreys or boats to rent.
5. **Investigate a riverbank:** Rivers are the obvious place to fish and paddle. Many also have walking and biking paths along their banks.
6. **Learn about birds or wildlife:** Take a walk with a birder or a hike with a wildlife ranger. Get active and learn about the world around you.
7. **Search online for outdoor fun:** Go online before your vacation to learn about local playgrounds, parks, paths, and other places to be active.
8. **Seek active competitions:** Walking, running, biking or combo races can be serious vacation fun whether you are at home or away.
9. **Survey the world from a hill:** Climbing to the top of a hill (large or small) lets you see the world from a new, active perspective.
10. **Toss a Frisbee®:** Frisbees are fantastic – for tossing at a highway rest stop or for an active game of folf (Frisbee Golf) at a park.
11. **Walk around a museum:** Many museums now have cool stuff outside too. Check out opportunities to use your ticket for even more fun.
12. **Wander around a meadow:** The path doesn't have to be a straight line. Enjoy wandering in a mountain meadow or at a local park.



## The Joy of Physical Activity from Morning ‘til Night

The key to a physically active lifestyle is simple. Find physical activities that you enjoy and do them regularly. If you enjoy an activity, you won’t dread and avoid finding time to do it. Different people enjoy different activities—so the real key is to find a variety of activities that bring a smile to your face and a bounce to your feet. Here are twelve joyful ways to incorporate physical activity into your day.

1. **Greet the day with a stretch:** Early morning activity can energize your day. Even a few gentle stretches can make a big difference.
2. **Walk a dog or several dogs:** New research shows that both dogs and their people lost weight and were healthier by taking daily walks.
3. **Play with a child:** Kids naturally love to move their bodies, so moving with them is bound to be fun – indoors or out.
4. **Balance your day with yoga:** Studies show that yoga is good for your body and even better for stress reduction and relaxation.
5. **Splash in a pool:** If moving around on land is hard on your joints, a water aerobics class or lap swim can be a real pleasure.
6. **Toss a ball with friends:** A pickup game of basketball at the gym? An evening volleyball league? Or just a soft foam ball with a child?
7. **Do it to music:** Any activity goes faster when you listen to something. Pick some up-beat tunes or listen to books on CD.
8. **Kick up your heels:** Even short bursts of activity improve your health. All it takes is 10 minutes of activity, 3 times a day.
9. **Do something silly:** Laughter is good for everyone. It moves all the muscles on your face, relieves tension and reduces stress.
10. **Make it a family thing:** A family that plays together, stays healthy together. Give every person a chance to choose a favorite activity.
11. **Try a totally new activity:** Try yoga, Pilates, tai chi, kickboxing or the hottest new trend in group exercise classes – belly dancing!
12. **Dance with someone you love:** It’s the perfect holiday combination – activity for your body, music for your ears and joy for your heart.



## Being Active - ANYWHERE!!

Being physically active is much easier than you thought possible. There's no need to join an expensive health club or to spend hours doing activities you hate. You don't even have to change your clothes!! Best of all, you can be active ANYWHERE - ANYTIME of day!

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### WHY make physical activity part of your day?

- 🚲 **ENJOY** the pleasure that comes from getting stronger and healthier.
- 🚲 **BOOST** your brainpower and your energy levels all day long.
- 🚲 **IMPROVE** your strength and endurance (both physical and mental).
- 🚲 **ENHANCE** your natural good looks from the inside out.
- 🚲 **PROTECT** yourself from the pain of heart disease, cancer and osteoporosis.

### WHAT activities are the healthiest choices?

For overall health, your best bet is to enjoy a wide variety of physical activities. Just follow the 30-10-5 rule: at least 30 minutes of physical activity a day, at least 10 minutes at a time, at least 5 days a week. For best results, give your body what it deserves.

- 🚲 **Fun activities** - because they are the ones that you'll stick with!
- 🚲 **Aerobic activities** - that get your heart pumping, like brisk walking or dancing.
- 🚲 **Body-shaping activities** - to maintain muscles, like lifting weights or groceries.
- 🚲 **Stretching activities** - for flexibility and tone, like water aerobics or gardening.
- 🚲 **Balance activities** - to strengthen bones and prevent falls, like yoga or bike riding.

### HOW can I make activity part of every day?

With a few simple guidelines, you can make physical activity an integral part of your day even with a hectic schedule. Look for all the easy ways to fit activity into your life.

- 🚲 **Play more:** Feel like a kid again by skating, swinging, playing ball or flying a kite.
- 🚲 **Use leg power:** Walk the dog; walk to the store; walk around the mall; just walk.
- 🚲 **Hide the remote:** Change the channels the old-fashioned way - by getting up!
- 🚲 **Practice inefficiency:** Make multiple trips on the stairs or to the car for groceries.
- 🚲 **Pick up the pace:** Use a longer stride when you walk - everywhere, all the time.

## Being Active - at Lunchtime!!

Many people find that noontime is the perfect time to fit physical activity into their day. Lunchtime provides a natural break in the day. It is also a time when some people have a bit more flexibility. Many fitness centers offer classes specially designed for mid-day activity.

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### WHY be active at lunchtime?

- 🚲 **RE-ENERGIZE** your brain for afternoon work or school.
- 🚲 **WAKE UP** your body for afternoon and evening fun.
- 🚲 **STRETCH OUT** your muscles after sitting all morning.
- 🚲 **TAKE A WELL-DESERVED BREAK!!**

### WHAT activities fit best into lunchtime?

Any physical activity can fit into the middle of the day. It's just a question of what works for your schedule, location and budget. Health clubs are great, plus they offer showers!

- 🚲 **Aerobic activities:** Most clubs and gyms offer a menu of heart-pumping classes designed to firm, tone and burn off extra calories and stress.
- 🚲 **Balance activities:** Yoga, Tai Chi and swim classes can relax and energize at the same time. Experiment with several options to find what suits you best.
- 🚲 **Fun activities:** Focus on fun and you'll be much more likely to stick with activity over the long run. Dancing? Kite flying? Swinging at the playground?

### HOW can I fit physical activity into my lunchtime?

No gym, no money, no time to shower - walking works wonders too!

- 🚲 **Walk to and from lunch:** Instead of automatically jumping into your car, think about a 15-minute walk (each way) to a local restaurant. In under an hour, you can eat a leisurely lunch and get 30 minutes of physical activity. What a healthy deal!
- 🚲 **Walk (or run) errands:** Keep a pair of walking shoes in your office or car. When you have a long list of things to do, walk to at least some of them. Bad weather? No problem! Head to the mall and use those walking shoes to shop for sales!
- 🚲 **Walk with friends or colleagues:** Walking groups offer a long list of benefits. Walk with colleagues and get some additional work done while you walk and talk. Walk with friends or neighbors and stay connected to the important things in life!

## Being Active - in the Morning!!

Talk to one of those cheerful "morning people" and they'll tell you how great it feels to get up and get going early in the day. Whether you do 5 minutes or 45 minutes of activity in the morning, the benefits can make a big difference in your whole day.

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### WHY be active in the morning?

- 🚴 **ENERGIZE** your body for the busy day ahead.
- 🚴 **FOCUS** your brain for tasks at work or school.
- 🚴 **FLEX** your muscles for all-day strength.
- 🚴 **STRETCH** your body and your mind for new challenges.

### WHAT activities fit best into the morning?

Any physical activity can fit into the morning hours. If you go outside when it is still dark, just make sure to put safety at the top of your list with reflective clothing and shoes. In terms of physical activity, it's always better to be safe than sorry.

- 🚴 **Stretching activities:** Slow and gentle stretches, like yoga, are a wonderful way to warm up your muscles, tendons and ligaments.
- 🚴 **Balance activities:** Try a Tai Chi tape or one of the new exercise balls to improve your balance and make a healthy mind-body connection.
- 🚴 **Fun activities:** For a new outlook on life, start your day with something that makes you smile, like a salsa dance video or a splashy water aerobics class.

### HOW can I fit physical activity into my morning?

- 🚴 **Get up 5 or 10 minutes early:** If you're not a morning person, start small and set the alarm just a little earlier. Remember, you don't have to get all your activity at one time. Even 10-minute "sparks" of activity can get you onto a fast track to health.
- 🚴 **Get clothes, shoes and equipment ready the night before:** Take a few minutes before bedtime to get yourself organized for an early walk or trip to the gym. It's one more way to make physical activity a normal part of your morning routine.
- 🚴 **Get together with friends or family:** Making a commitment to someone else can motivate you when sleeping in seems tempting. Walking kids to school is a triple play – activity for you, activity for them and quality family time too!

## **Five Fun Ways to Stay Active on Road Trips**

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### **1. Walk around a rest stop**

- Many rest stops are in scenic places. Even when the scenery is boring, there are plenty of people to watch. Instead of jumping back into the car after your bathroom break, take ten minutes to stretch your legs. If you have a dog, that's a great reason for both of you to walk around the perimeter a couple of times. No dog? No problem! Take a couple of laps by yourself or with your travel companions. Remember, every step counts!

### **2. Explore a roadside attraction**

- America's highways are lined with interesting and bizarre places to explore, from historical markers to giant sculptures of bears and lumberjacks. On your next trip, plan to take a couple of 30-minute breaks to discover something new along your route. Physical activity helps drivers feel more alert and makes kids less restless. And, who knows, you might create a wonderful family memory along the way!

### **3. Play in a park**

- City parks, county parks, state parks, national parks, slides, swings, climbing structures, swimming pools, sandy beaches, nature trails, guided walks and more -- there are unlimited options for active fun in parks and recreation areas across the country. Many are free and most of the others have reasonable admission fees. All you have to do is get out of the car and walk, run, stretch, swing, roll, climb or paddle your way to a more active life.

### **4. Carry physical activity "equipment" in your car**

- Bikes, canoes and rafts are great ways to fit your activity in as you travel. However, sports equipment doesn't need to be big, heavy or expensive in order to be fun and healthy. A bat and baseball, a Frisbee or a boomerang are all small, portable and cheap ways to have fun anywhere. A quick game of catch or Frisbee can be played by everyone, anywhere -- from a rest stop to an empty schoolyard.

### **5. Try some Commuter Aerobics™**

- If you'd like a bit more "serious" car-based workout, check out Commuter Aerobics™ by Cinder at [www.commuteraerobics.com](http://www.commuteraerobics.com). You can read about her specially-designed exercises, including a rest stop series, online or order an audiotape with background music for \$10. The idea is to practice proper posture and strengthen various muscle groups while driving and following Cinder's safety guidelines at all times.

## Playing Together for Health and Fitness

Being active is one of the best (and easiest) ways for American families to spend time together. With a small investment in time (and maybe a little equipment), your family can enjoy a long list of physical and emotional benefits. What is your family waiting for?

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### WHY play together as a family?

- 🚲 **A family that plays together, stays together.**
- 🚲 **Regular fun activities lead to better health.**
- 🚲 **Children who are physically fit do better in school.**
- 🚲 **Being active helps maintain a healthy weight.**
- 🚲 **Active play is good for kids – and their parents too!**

### WHAT activities work best for families?

Kids need at least 60 minutes of daily activity for optimal health. P.E. classes and athletics count. So do sports like Little League and soccer, swim classes and family activities.

- 🚲 **Aerobic activities:** Walk the dog. Bike to the store. Swing at the park. Dance down the sidewalk. Slide at the playground. Fun, fun, fun for everyone!
- 🚲 **Helping activities:** Kids like to help, and "chores" can be fun with the right attitude. Sweep the floor to music. See how quickly you can clean up the yard.
- 🚲 **Fun activities:** Focus on the fun and nobody will feel like they are doing exercise. Kite flying? Chasing bubbles in the wind? Splashing in a pool?

### HOW can we fit physical activity into a busy schedule?

- 🚲 **Walk to and from school:** If you live near school, start walking, biking, or riding a scooter as often as you can. Go both ways or just one way. After school, spend time at the playground or stop at the park for a game of folf (Frisbee golf) or baseball.
- 🚲 **Create a fun zone at home:** Turn off the TVs, computers and video games. Make a place to play inside (clear a piece of carpet to toss foam balls or dance) and outside (flower or vegetable gardens, basketball hoops or an old-fashioned tree house).
- 🚲 **Join a club:** Sometimes it is safer or warmer to play indoors. Check out the options in your area. Some health clubs and gyms have fun family programs. Boys and Girls Clubs and YMCA/YWCAs often provide free or low-cost family memberships.

## **Simple Ways to Promote Wellness at Work**

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- 1. Start a fresh fruit snack basket**
  - Rotate shopping duties (once or twice a week) and charge 25 or 50 cents for a piece of fruit. Make fruit a cheaper and easier option than visiting the vending machine.
- 2. Take 10 (or 15) while training or meeting**
  - Five, ten or fifteen minutes of physical activity can pay off during training days and important meetings. Activity helps relieve tension and boosts brainpower, too!
- 3. Plan to “meet and eat” with health in mind**
  - Establish easy guidelines for foods and beverages brought or bought for office meetings and celebrations. Invite people to share their best tasting, healthiest recipes.
- 4. Get a walking group going**
  - Peer pressure can work in positive ways. People are more likely to get going when they are accountable to someone else. Make it formal, make it informal; just do it!
- 5. Offer regular office “health day” activities**
  - Set regular times, like an hour or two a month, to explore healthy options as a staff. Tour a fitness facility, try a new restaurant, visit a farmer’s market or play a game.
- 6. Increase your vending options**
  - Tired of the same old choices? Visit with the vending company about healthier options like beef jerky, animal crackers, nuts, trail mix or peanut butter crackers.
- 7. Add art in the stairwells**
  - Want people to take the stairs instead of the elevator? A few murals (painted by school art classes or talented employees) can really increase stairway traffic.
- 8. Email motivational messages**
  - Short, fun tips via computer screens can remind staff to sit up straight, stand and stretch, eat a fruit, drink some water, take a walk or add a vegetable to lunch.
- 9. Create health-enhancing challenges**
  - People enjoy a bit of healthy competition, especially with delicious prizes (a fruit and cheese basket!). Challenge staff to increase their daily steps or eat 5 A Day, every day!
- 10. Put up a basketball hoop**
  - Put up a real hoop outside or a child-size/foam ball toy inside. Keep a few balls at a reception desk and encourage people to borrow them for breaks or at lunch.

## Smart Moves for a Healthy Weight

Everyone agrees that physical activity is essential for good health. While any amount of activity is better than none, experts suggest accumulating a total of 30 to 60 minutes on most, if not all days of the week. The ideal combination is a variety of activities to build aerobic capacity, strength and flexibility.

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### 1. Move more: Every step counts toward better health

- When it comes to physical activity, every step has health benefits. The goal is to spend more time moving and less time sitting. Get off the couch and aim for at least 30 minutes of physical activity a day, at least 10 minutes at a time, at least 5 days a week.

### 2. Move often: Be active throughout the day

- Finding a free hour for physical activity can feel impossible, especially with travel and clean up. Finding 10 to 20 minutes is often more realistic. Short bursts of activity can provide the same health benefits and help reduce daily stress at the same time.

### 3. Move inside: Walk the stairs, the halls, the malls

- Weather, work and hectic schedules can be obstacles to getting enough activity. The solution is to build more steps into your daily routine. Take the stairs at a power pace, walk around the office when you are on the phone or take an extra lap around the mall.

### 4. Move outside: Walk, bike, blade, mow, rake, shovel

- Spend as much time outside as possible -- in the yard, in the park or in the wilderness. Gardening is great way to get physical and grow delicious produce at the same time. Always, remember to use sunscreen, wear comfortable shoes and carry a water bottle.

### 5. Move for fun: Dance, skip, swing, or go fly a kite

- Dance with someone you love, walk your dog, or be young at heart and play with the kids. Put on your favorite music and rock around the house -- it can make vacuuming a whole lot more fun!

### 6. Move together: Join a class or walk with friends

- Making a commitment to someone else can make it easier to fit your activity in. Sign up together for water aerobics, line dancing or yoga. Organize a formal or informal walking group in your neighborhood and check out the local mall walkers.

## Ten Tips for Hiking Trips

Hiking and backpacking adventures can be lots of fun -- or not! Your overall fitness has a big impact on your comfort level during, and after, a hike or backpacking trip. Weekday couch potatoes who try to become weekend warriors often end up injured or completely exhausted. Here are ten sensible tips guaranteed to make your next hiking and backpacking trip safer and more enjoyable for you and those around you.

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- 1. Be realistic:** If you've been sitting around for months, planning a 20-mile day hike or a two-week backpacking trip is a recipe for a serious injury, a heart attack or worse.
  - 2. Get a professional opinion:** If you already have health problems (like high blood pressure), check with your health care provider before you go on an extended trip.
  - 3. Stay in year-round shape:** "Use it or lose it" is more than a clever saying. If you are out of shape, it can take 6 to 8 weeks to build up muscle tone and endurance.
  - 4. Practice the activity you want to do:** The best way to get in shape for hiking is to walk up hills - even little hills. Walking up stairs can be a good substitute.
  - 5. Focus on your core:** Your back and stomach muscles must be strong and flexible for carrying packs, twisting, starting and stopping. Think crunches!
  - 6. Warm up your muscles:** Pushing too hard before your muscles have warmed up is one of the quickest ways to get injured. Start by gently swinging your arms and legs.
  - 7. Build up slowly:** No one can get fit overnight. The best way to improve performance is to gradually increase effort. Give yourself time!
  - 8. Stretch, stretch and stretch again:** Slow stretching, not bouncing, helps prevent injuries and muscle soreness, especially if you stretch at the end of an activity.
  - 9. Know your limits:** A real hero is the one who says it's time to turn back. Learn to gauge your endurance level and start heading home before you are exhausted.
  - 10. Pay attention to nutrition:** Food, fluids and fitness go hand-in-hand. Your muscles need the right fuel to train and to perform.

## Ten Fun Ways to Upgrade Activity Levels

Do you travel for business or pleasure? Find it hard to locate a gym? Hate those cramped hotel fitness centers? Fortunately, it's easy to fit activity in - anytime, anywhere. All you need is a little creativity and a commitment to daily physical activity. Just imagine the benefits - less stress during the day, improved sleep at night, more energy for everything and a healthier future. There is no better way to invest your time!

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- 1. Put activity at the top of your to-do list:** No one has enough time for everything. Make physical activity a priority and you'll have more energy for everything else.
  - 2. Plan activity in your schedule:** Put physical activity on your calendar. It's just as important as (or more important than) those lunches, dinners, meetings and phone calls.
  - 3. Wear (or carry) comfortable shoes:** With the right shoes, you can take advantage of every opportunity to be more active like walking up the stairs.
  - 4. Walk to your appointments:** Using your legs for transportation is one of the easiest ways to be physically active every day. Park in a central location and walk back and forth.
  - 5. Wait by walking rather than sitting:** We do lots of waiting and sitting. Instead of sitting, walk around the building, the block or the airport.
  - 6. Stand up and stretch:** Stretching is an important part of healthy living (along with aerobics, balance and strength training). It's as easy as standing and reaching for the sky.
  - 7. Break up your day with physical activity:** Ten minutes is all it takes! Just three 10-minute activity breaks - for a total of 30 minutes per day - can provide big health benefits.
  - 8. Sit and be fit:** Do you spend hours sitting at a desk, sitting in the car or sitting on a plane? No sweat! Strengthen your abs by tightening them against the chair back.
  - 9. Fidget and squirm:** Research actually shows that fidgeting burns calories. So, get in the habit of wiggling, squirming and moving around wherever you are.
  - 10. Explore the neighborhood:** When you are in someplace new, walk or bike around the area (check safety first). You can get your bearings and be active at the same time.

## Ten Steps to Moving at Work

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- 1. Walk with a colleague, walk with a client**
  - Invite a co-worker to join you for a walking break, meeting or appointment. Walking and talking can open up new conversation topics and create strong bonds.
- 2. Choose an activity friend**
  - Being accountable to someone else often makes it easier to fit physical activity in. Set up specific times to walk together or to try out new activities like a yoga class.
- 3. Sit up straight**
  - Sound too simple? Actually, sitting up straight and tightening your stomach muscles can make a big difference in your posture (and it helps prevent back pain too!).
- 4. Walk while you wait**
  - Waiting for the train or the bus? Walk around the station or up and down the block. Waiting for an appointment? Stroll down the hall or around your office.
- 5. Stretch your body (and your mind)**
  - A few good stretches can help relax your body and clear your mind. You can stretch while working at a computer, while talking on phone or just for the fun of it!
- 6. Reward yourself with an activity break**
  - Take an activity break whenever you can. After working diligently at your desk, take 5-10 minutes to hand-deliver a file, set up a meeting in person or walk to the copier.
- 7. Plan a regular walking route**
  - Some people love a routine. Map out a regular route (or routes) inside and/or outside, so you can get up and get moving, without having to think about it at all.
- 8. Use your legs for errands**
  - Need to go to the bank, the post office, the dentist or the hairdresser? Need to deliver some papers to a colleague? Use your legs to walk (or bike) there and back.
- 9. Become a “stair master”**
  - Think you need a fancy machine for your backside? Think again! Build beautiful legs and thighs for free. Just take the stairs (up and down) whenever you can.
- 10. Explore your workplace options**
  - Do you always use the same restroom, the same water fountain and the same route to your office? Enjoy a few extra steps by using facilities that are farther away!

## Ten Ways to “Take 10” for Healthy Holidays

Holidays are stressful. Too much food, too much alcohol, too much shopping, too many parties, too many people and even too much fun. It can all add up to feeling exhausted, overwhelmed and completely stressed out. Fortunately, we can change our reactions to the pressures of the season and keep our brains and our bodies healthy. Here are ten easy ways to take 10 minutes to “de-stress” in the midst of the usual holiday commotion.

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- 1. Take a break:** 10 minutes is all it takes. A small break can make a big difference in your attitude. Regular relaxation can also help fight off colds and other infections.
  - 2. Take a walk:** Moving for 10 minutes can help you maintain a healthy weight and a healthy attitude. Take three 10-minute walks and your heart will get the benefits too!
  - 3. Take a nap:** A good night’s sleep is essential for good health, especially when your days are beyond busy. A 10-minute daytime nap can also help boost energy levels.
  - 4. Take a bath:** With or without bubbles, running water is relaxing. A 10-minute bath (or shower) can sooth tired muscles and release holiday tensions.
  - 5. Take a call:** It does make a difference to “reach out and touch someone.” Connect with a special friend or family member for 10 minutes by phone or in person.
  - 6. Take a dog break:** Fresh air is good for humans and animals. Take 10 minutes to throw a few balls and bring some sunshine into your life and the dog’s life!
  - 7. Take a child break:** Children have the right attitude toward holidays - wonder and joy. Just 10 minutes with a child can help revive anyone’s sagging spirits.
  - 8. Take a book break:** A good book can give you a healthy rest from the holiday hubbub. Put all your lists aside for 10 minutes and curl up with a book and a cup of tea.
  - 9. Take a snack break:** Stress often leads to overeating. Sit down for 10 minutes and eat a nutrient-rich snack, like fruit and cheese, half a sandwich or a handful of nuts.
  - 10. Take a music break:** Holiday songs, carols and hymns are a lovely way to take a break, to relax or even to dance. Try a 10-minute sing-a-long as a stress reliever.

## **The Seven Cs of Successful Change**

### **Taking charge of your health and your life**

Many of us want to make changes in our habits. Sometimes it's a New Year's resolution; sometimes it's advice from the doctor. Sometimes it's just a desire to be stronger or have more energy. We want to eat better and be more active, but we don't always know how to make the necessary changes. Taking some time to consider these seven "C's" of change may help you understand how to get from where you are now - to where you want to be.

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#### **1. Caring** enough to treat your body really well.

Caring about yourself is essential for making any behavior change. Self-care is not selfish - it is what we have to do in order to stop doing one thing and start doing another. Taking good care of yourself also helps you be in better shape to take care of those around you.

#### **2. Choice** to take small steps in a new direction.

Change is all about making choices. It is making the choice to do one thing (like taking a walk) rather than another (like watching TV). It doesn't mean that you have to give up all television programs. It just means that sometimes you make the choice to be more active.

#### **3. Creativity** to find a variety of food and fitness options.

The world is filled with stressful situations that can get in the way of our plans to eat well or to be active. The key is to stay calm and to brainstorm a variety of possible solutions. If you are out of fresh produce, you can still enjoy some canned fruit or frozen vegetables.

#### **4. Courage** for new adventures and everyday challenges.

There is no way around it. It takes courage to make a change. There are many ways to find the courage you need. You can discuss your struggles with friends or family; read inspiring stories about people who have made difficult changes; or find strength in faith and prayer.

#### **5. Comfort** through tough times with relaxation (or even pampering).

Change is hard work and can be stressful even when it is a positive change. When you are trying to do things differently, you need to rest and recharge your internal batteries. Take time to read a book, to take a nap, to play with the kids or just to do nothing for a while.

#### **6. Confidence** to take risks and to make normal mistakes.

Optimistic people are generally healthier than pessimistic people. Being confident that you can make positive changes is at least half the battle. Sometimes it helps to make a list of all the changes you have already made, like eating more whole grains or drinking less soda.

#### **7. Celebration** of the progress toward a strong and healthy you.

Rewards and celebrations are an important part of successful change (think about why we celebrate graduations or job promotions). Give yourself plenty of pats on the back just for moving a step closer to your goal. Gold stars on the calendar aren't just for kids anymore!

## **BIKING: Pedal Your Way to a Healthier You**

Contrary to popular opinion, it is possible to have fun, get fit and move toward a healthy weight - all at the same time. Whatever your age, you can get all the benefits of physical activity - by just strapping on a helmet and getting into gear on a bicycle or tricycle. Anytime is the right time to get in the saddle again - and enjoy the freedom of biking.

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### **1. BIKING indoors**

Stationary, indoor bicycles have many benefits. They are safe and stable - and can be used in any weather. Better yet, you can read a book or watch TV while you pedal. For a strenuous indoor adventure, try a spinning class at your local gym or fitness center.

### **2. BIKING outdoors**

When you want to bike outside, there are many options - bike lanes, bike paths, bike trails, city streets, country roads and mountain trails. When you share the space with cars or pedestrians, remember to be visible and to ride predictably and responsibly.

### **3. BIKING safely**

Safety starts with the right gear - a well-tuned bike, well-fitting helmet and clothes that make you visible day or night. You also need to know - and follow - the rules of the road. Ride on the right with the traffic, obey all traffic signs and signal your turns.

### **4. BIKING for recreation**

For many people, a steady pedal in fresh air is all they need. For some others, happiness is the companionship of a bike club and group rides on the weekends. Those who want a bigger challenge may enjoy bike races (roads, trails, and hills) or longer biking vacations.

### **5. BIKING for transportation**

A bicycle can be an easy way to do errands or to commute to work. Sometimes biking is even faster than driving. All you need is a bike bag or comfortable backpack to carry a few packages - and a sturdy lock to secure your bike while you are shopping or working.

### **6. BIKING for all ages**

Biking can be fun fitness for the whole family - from tots on trikes to couples on bicycles built-for-two. Small children can be pulled in wagons and older people can enjoy stability on an adult tricycle. Visit your local bike store - where there's something for everyone.

## Motivation Boosters

Ten easy ways for healthy eating, healthy weight, healthy you!

### 1. Get started today

Waiting for next Monday, next week or any time in the future delays the time that you will start to feel better. Commit to your health right now - and for the rest of your life.

### 2. Do it for yourself

Trying to change for someone else usually ends in no change at all. The strongest reasons are ones that are important to you - not to a parent, spouse, child or friend.

### 3. Make health a priority

No time to eat right or be active? All of us have time - it's a question of how we spend it. Move health up on your priority list, and you'll have more energy for everything else too!

### 4. Set realistic goals

Getting a model-perfect body isn't realistic for most of us (despite what the ads say). Set yourself up for success with achievable goals - and you'll stick with the program longer.

### 5. Make small changes

Small changes work better than giant leaps and, over time, they make a big difference. Break behaviors down into smaller "bites" - and work on them one at a time.

### 6. Expect to be successful

Plan for success rather than failure. Positive self-talk and an enthusiastic approach are often self-fulfilling prophecies. Reviewing past failures is a recipe for disaster.

### 7. Ask for support

Supportive people can help you stay with your plan. You can take a class, join a group or just hook up with a good friend (or family member) who also wants to make a change.

### 8. Consult an expert

The right "coach" can make all the difference in your attitude and progress. Go to a RD (registered dietitian) for nutrition help and a certified trainer for fitness help.

### 9. Track your progress

Research shows that tracking changes is a real motivator. Pick a convenient place to write down how you're doing, like notes on a calendar or in your computer scheduler.

### 10. Celebrate every success

Rewards and positive feedback work for kids - and adults too! Choose several ways to give yourself pats on the back, like saving for a massage or spending time with a friend.

## Moving for a Healthy Weight

Want to lose weight and keep it off? Regular, enjoyable physical activity is an essential part of any successful weight management plan. These six simple steps can help you and your family move toward a healthy weight.

### 1. Make a commitment to physical activity

There is no way around it. An active lifestyle is essential to maintain a healthy weight. However, there's **NO** need for painful exercise or boring workouts. All it takes is a commitment to regular, enjoyable physical activity - for the rest of your life.

### 2. Make physical activity a part of every day

Most people identify **TIME** as the biggest obstacle to being more active. The secret is to fit activity into your normal day. The good news is that every step counts. Set a simple activity goal: **at least 10 minutes at a time - at least 30 minutes total - at least 5 days a week.**

### 3. Be active at least 10 minutes at a time

If you have an hour to go to the fitness center, that's great. If you don't, it's still possible to get the activity you need for weight management and overall health. All it takes is **TEN minutes of activity at a time** - like walking around the block or around the mall.

### 4. Be active at least 30 to 45 minutes a day

You can do it all at once; you can do 10-minute "sparks" of activity. You can do it inside or you can do it outside. You can do it alone or you can do it with friends. All you have to do is get a **TOTAL of 30 to 45 minutes** of fun physical activity on most days of the week.

### 5. Be active at least 5 days a week

Some people like the routine of going to a class at the gym, while others get bored doing the same thing day after day. Group exercise classes, dancing with friends, playing with the kids, walking the dog, mowing the lawn, it **all counts** - just do something every day (or almost).

### 6. Choose activities you enjoy

Dance with a loved one, walk the dog or fly a kite. Put on some music and rock around the house. If you love what you are doing, you'll keep doing it - and you'll keep moving toward a healthy weight.

## PLAYING Your Way to Fitness

Kids need regular physical activity (at least 60 minutes a day) to maintain a healthy weight, while growing normally. School classes and athletics count and so do sports like Little League. Active play with friends and family is another FUN way to get moving.

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### 1. **PLAY inside**

There are plenty of ways to enjoy FUN indoor family play, without destroying the house. Turn off the TV and the computer - and play an old-fashioned game of hide-and-seek. Clear a space for wiggling, dancing and playing with soft-foam balls and squishy toys.

### 2. **PLAY outside**

The options for outdoor FUN are unlimited: bikes, trikes, scooters, balls, kites, Frisbees, jump ropes, squirt guns and hula-hoops. There's also a long list of childhood games that the whole family can play together - like more hide-and-seek, tag and hopscotch.

### 3. **PLAY in the yard**

Whatever the size of your yard, you can turn it into a neighborhood FUN zone - with a few basic toys: a basketball hoop, a rope swing or a sandbox depending on the age of your children. Keep it simple - and let kids use their innate creativity to stay active.

### 4. **PLAY at the park**

Many communities have FUN park facilities. Often they are close enough so that you can leave the car at home - and walk or ride a bike. Make it a regular family outing - when the weather is nice, you can even take a picnic and play before and after dinner.

### 5. **PLAY at the gym**

Indoor gyms offer safety, warmth and FUN programs for kids and parents. Check your area for schools, colleges, community centers, fitness facilities, Boys and Girls Clubs, YMCA/YWCAs and other agencies that are open evenings, weekends and vacations.

### 6. **PLAY on the field**

Almost every community in the USA offers sports programs for children - baseball, football, basketball, soccer, tennis and swimming. There are programs for all ages and all levels of skill - and most emphasize FUN and the opportunity for parents to get involved.

## Putting SPARKS into Your Physical Activity Plan

Think that you need an hour to get the benefits of physical activity. Think that you need to constantly measure your pulse? Think that you need expensive machines? Think again!! Based on research by exercise physiologist Dr. Glenn Gaesser, this new program shows how small bursts of activity can lead to big improvements in weight, strength and fitness.

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### 1. The goal = 15 SPARKS per week

Dr. Gaesser believes that small bouts of activity (10-minute SPARKS) provide the same benefits as longer exercise bouts - and he has research to back it up. The key is to fit at least 15 ten-minute SPARKS into every week - up to three 10-minute SPARKS per day.

### 2. The 10-minute aerobic SPARK

There are three basic SPARKS. The first is the aerobic SPARK - a 10-minute period of any activity that gets your heart pumping and your blood flowing. Walk to the store, bike around the block, dance through the living room, climb the stairs or stride down the hall.

### 3. The 10-minute strength-training SPARK

The second type is the strength-training SPARK. Forget complicated exercise apparatus or pricey health club memberships - all you need are some inexpensive hand-held weights and a few basic curls, crunches, and extensions (see *The SPARK* book for simple ideas).

### 4. The 10-minute flexibility SPARKS

Activity experts know that stretches are a vital part of the health equation. A flexibility SPARK can also help reduce stress and increase energy. Go for a steady stretch and a gentle pull - like leg lifts and body twists. Yoga moves are full of SPARK possibilities.

### 5. The goal = gradually increasing the SPARK

The SPARK program features a continuous, but gradual, increase in the effort that you put into all three types of activity. The goal is to challenge your body and maximize the health benefits - without having to increase the amount of time you spend.

### 6. The goal = maintaining the SPARK forever

The key to success with SPARKS (and any other plan) is to find activities you enjoy - and will do forever. For more information, read *The Spark: The Revolutionary New Plan to Get Fit and Lose Weight, 10 Minutes at a Time* (Fireside, \$12.00).

## SPLASHING Your Way to Health

When it comes to activity, water activities have many benefits over similar land activities. Water provides buoyancy and support - and, at the same time, uses more muscle groups than any other activity. Moving in water is cooler and more comfortable for many people. Best of all, you don't have to be a serious swimmer to enjoy all the benefits.

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### 1. WATER FUN is for pregnant women

Water exercise is ideal for pregnant women who may feel uncomfortable or unsafe in other activities. It reduces the risk of accidents (like falling off a bike) or over-heating while running. Since there is less jarring and bouncing, it can be done right up until delivery.

### 2. WATER FUN is for babies

New moms and their babies can continue with water activities after delivery. This dual-purpose activity is a fun way to provide infants with the muscle stimulation they need - and to teach them water safety skills (like floating on their backs) at the same time.

### 3. WATER FUN is for kids

Kids naturally love to play in water - from wading pools to ocean waves. Basic swim classes are essential to ensure that children can enjoy water safely. Advanced classes and swim teams are fun ways for kids to stay active and to maintain a healthy weight.

### 4. WATER FUN is for seniors

Water's gentle support makes pool-based classes perfect for people as they age. Water activities can be adjusted to any level of intensity - and any chronic disease or condition that limits activity. Always check with your physician before starting a new program.

### 5. WATER FUN is for people with asthma & arthritis

Most of the medical problems that limit activity on land are not a problem in the water. The humid atmosphere of a pool usually works well for people with asthma. Water is so easy on painful joints, muscles and bones that many pools offer special arthritis classes.

### 6. WATER FUN is for everyone

Finding a place to enjoy water fun is easier than ever. The growing popularity of water exercise means that there are more pools and classes than ever. Check with your local Y, fitness clubs, colleges, schools and parks for convenient options - and make a splash!!

## Walking Works Wonders

Want to lose fat, get fit and have more energy? Want to improve your blood pressure, blood sugar, blood cholesterol and reduce your risk of disease? Amazingly, you can get all these benefits (and many more) from just putting one foot in front of the other!

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### 1. **WALK regularly**

The key to success is consistency. Start by picking a walk (or several small walks) that fits into your schedule - a walk to work, a walk to school, a walk at lunch or a walk around the block. Make your walk a top priority - and aim for walking at least five days a week.

### 2. **WALK 10,000 steps a day**

Research shows that walking 10,000 steps a day is all it takes to reduce stress, improve health and reduce the risk of disease. With an inexpensive pedometer, it's fun (and easy) to see how quickly your steps add up from simple changes like taking the stairs.

### 3. **WALK for transportation**

Using your legs instead of a car is one of the most efficient ways to fit physical activity into your day. Try walking to the grocery store, the post office or the restaurant. If walking all the way takes too long, park in a central location - then walk back and forth to your car.

### 4. **WALK for fun**

Walking + friends or kids or dog = FUN! A daily walk can do double duty - as a daily dose of companionship with friends, a time to connect with family or a way to keep your pets strong and healthy. It can also be a relaxing solo time to think or listen to music.

### 5. **WALK outside**

In almost any weather, walking outside is possible with the right clothes and shoes. Look for safe sidewalks, country roads and parks. Athletic fields are also fun to walk around. The ground is usually smooth - and watching a practice or game makes the time fly by.

### 6. **WALK inside**

Remember, every steps counts - every step around the house, around the office or around the mall. You can walk around the house during TV commercials, walk around the office during break time and walk around the mall before or after a shopping trip.

## What is a healthy weight for you?

A common-sense approach to setting weight management goals

### Weight and body image in America

Aiming for a healthy weight can be confusing in today's celebrity-driven culture. Although there has been some movement toward more realistic body images, most of the models that people see in the media are extremely thin, lean and athletic - digital manipulation of fashion photography also helps quite a bit!

Few average Americans have the genetics, time or money necessary for such "perfect" bodies. Unfortunately, many people damage their mental and physical health in vain attempts to be beautiful and acceptable. Dumb diets, dangerous weight loss products and disordered eating are all too common, especially among teens, women and overweight people who will do anything in a desperate effort to reach the unattainable.

### Government weight guidelines

Government weight guidelines have shifted from the old height-weight tables to the concept of Body Mass Index (BMI). In 1998, an expert panel from the National Institutes of Health chose BMI as a reliable and inexpensive way to classify the health risk of being overweight or obese.

BMI was used to define a healthy weight in the December 2001 *Surgeon General's Call To Action To Prevent and Decrease Overweight and Obesity*. A BMI table, complete description of BMI calculations, and the relationship of BMI to health can be found in the Surgeon General's healthy weight advice for consumers at:

- [www.surgeongeneral.gov/topics/obesity/calltoaction/fact\\_advice.htm](http://www.surgeongeneral.gov/topics/obesity/calltoaction/fact_advice.htm)

### Looking beyond BMI for your healthy weight

Many health professionals are using a more holistic definition of healthy weight - one that focuses more on health than weight. Here are some thoughts from experts who think beyond BMI when looking at weight management. **A healthy weight is:**

- determined by your lifestyle, not by a number on the scale or BMI chart.
- a weight where you can have food be part of your life, but not all of your life.
- the weight that one's body settles into with a balanced lifestyle, healthful eating and regular physical activity.
- a weight that is attainable and maintainable within a reasonably stable range without having to resort to heroic efforts of restricting caloric intake or excessively exaggerating caloric expenditure.
- a weight range that a person settles into while respecting natural appetites for food, movement and rest; without using restrictive eating patterns, compulsive exercise, medications or supplements to manage their weight.

## YOGA: Good for the Whole Body

Yoga is an ancient system of personal development encompassing mind, body and spirit. It is now embraced by modern science and by millions of Americans. Yoga can benefit anybody, from babies to seniors, and can be adapted for any body, from pregnant women to hardcore athletes. Take a class and see why yoga is often called the "fountain of life."

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### 1. YOGA for strength

Building or rebuilding - muscle strength is just one of the many reasons to do yoga. The wide variety of yoga poses helps strengthen muscles in all areas of your body. Yoga can be especially helpful in strengthening back muscles - and reducing lower back problems.

### 2. YOGA for flexibility

When people think 'yoga,' they often picture extraordinary flexibility - bodies twisted into amazing postures. Fortunately, you don't have to be naturally flexible to do yoga. With yoga's gentle pace, your body can become flexible and strong at the same time.

### 3. YOGA for balance

Yoga teaches balance in body and mind, both essential for overall health in hectic times. Good physical balance reduces the risk of injuries and life-threatening falls, especially for older people. Mental balance helps us survive the natural ups and downs of daily life.

### 4. YOGA for energy

Yoga is an energizing activity - both physically and mentally. Yoga poses stimulate the flow of oxygen into the lungs and the flow of blood throughout the body. Traditionally, yoga classes also include a relaxation pose - time to breathe deeply and rest completely.

### 5. YOGA for stress reduction

Numerous studies confirm that people who do yoga feel less stressed generally - and are better able to handle highly stressful situations. Yoga enhances your ability to concentrate (by paying attention to your breathing) - and to clear your mind of extraneous thoughts.

### 6. YOGA for every body

A wide spectrum of yoga classes are available in this country. Some have a spiritual emphasis and include teaching about Eastern philosophy. Others focus on the health and fitness aspects of yoga. The key is to find a class or video that fits you and your lifestyle.

## **Ten Ways to Fit Physical Activity into Every Day**

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**1. Put on some comfortable shoes**

- Feet were made for walking. With comfortable shoes on yours, you'll be ready to fit more walking into your life: at least 30 minutes a day, at least 10 minutes at a time.

**2. Put on a pedometer**

- These tiny step-counters are rapidly becoming today's most important piece of fitness equipment. While there is no "magic" number of steps, 10,000 per day is a great goal.

**3. Put on some music**

- Hate to exercise? How about dancing? Your favorite tunes - softly on headphones or loudly in the living room - can help you pick up the pace and enjoy moving more.

**4. Use your legs – instead of the telephone**

- Need to talk with a co-worker down the hall or a neighbor across the street? Hang up the phone and take a short walk to have your talk. Remember, every step counts!

**5. Use your legs – instead of the elevator**

- Need to go upstairs or downstairs? Forget the crowded elevator or the slow escalator! The stairs are an easy (and free!) way to build beautiful, strong leg muscles.

**6. Use your legs – instead of the car**

- For short errands, walking can be as fast (or even faster) than driving, waiting and parking. Plan to park in one place and walk to several different stores.

**7. Fidget more**

- The experts say it's true - fidgeting burns calories. Forget about sitting still at your desk - wiggle, squirm, standup, sit down, move around as much as you can.

**8. Lift more**

- One easy way to pump up arm muscles is to keep a set of weights (5 to 10 pounds) at your desk, near the TV or under the couch. Lift while you talk, watch or read.

**9. Stretch more**

- A few good stretches can help relax your body and your mind. You can stretch while working at a computer, watching TV or even driving a car. Just reach out and stretch.

**10. Play more.**

- Bounce a ball, fly a kite, swing on a swing, chase a child. There is no end to the fun when you play at getting fit. Need some playful ideas? Just ask your favorite kid!!!

# Get Moving... Physical Activity for Adults.



## Physical Activity to Improve Health

Great News! Physical activity does not have to be hard to give you health benefits. Dancing, swimming, walking, biking, or any number of other activities can improve your health. You don't have to sweat in a gym with special clothes to call it physical activity. Try to do a total of 30 minutes physical activity most days of the week.

For example, maybe you park away from work and take a 10 minute walk into work and a 10 minute walk back after work, then you walk to the park with your children, grandchildren, or dog. That adds up to 30+ minutes and you've got it. Those little doses of exercise add up. Try different activities until you find one you are comfortable with, start slowly, listen to your body, and stick with it. It doesn't have to hurt to be good for you.

Check out the exercise pyramid for examples of fun ways to stay active. Do it for yourself, do it for your family, but most importantly do it today!



## Benefits of Physical Activity

- ◆ *Reduces the risk of developing or dying from some of the leading causes of illness and death in the U.S.*
- ◆ *Reduces symptoms of stress, depression, and anxiety and may improve mood.*
- ◆ *Improves overall health and feeling of well-being.*
- ◆ *Improves appetite control and weight maintenance.*

## A Special Note to Older Adults

You too can benefit from moderate activity most days of the week. Remaining active is very important to staying healthy. If you are not physically active, check with your doctor before starting any form of exercise. Then, start slowly and build up to a comfortable pace. You may also need to start with shorter activity sessions – perhaps only 5 minutes. Work up to 30 or more minutes of activity per day. By the way, playing with grandchildren is a great form of activity.

## Physical Activity to Improve Fitness

More intense exercise may provide even greater health benefits. It will increase your heart and muscles' ability to work, increase your lean body tissues, decrease your fat stores and improve your overall feelings of well-being.

Improving your lung and heart fitness involves moving your large muscles (legs and arms) continuously in a rhythmic manner for a long time. This type of activity is called AEROBIC ACTIVITY.

Examples of Aerobic Activity are:

- ◆ Brisk walking
- ◆ Jogging
- ◆ Stair climbing
- ◆ Swimming
- ◆ Cycling
- ◆ Rowing
- ◆ Skating
- ◆ Dancing
- ◆ Cross-country skiing

These AEROBIC ACTIVITIES need to be done hard enough to increase your heart and breathing rates. Your breathing should increase, but you should not get out of breath. You should still be able to carry on a conversation or sing with your workout music.

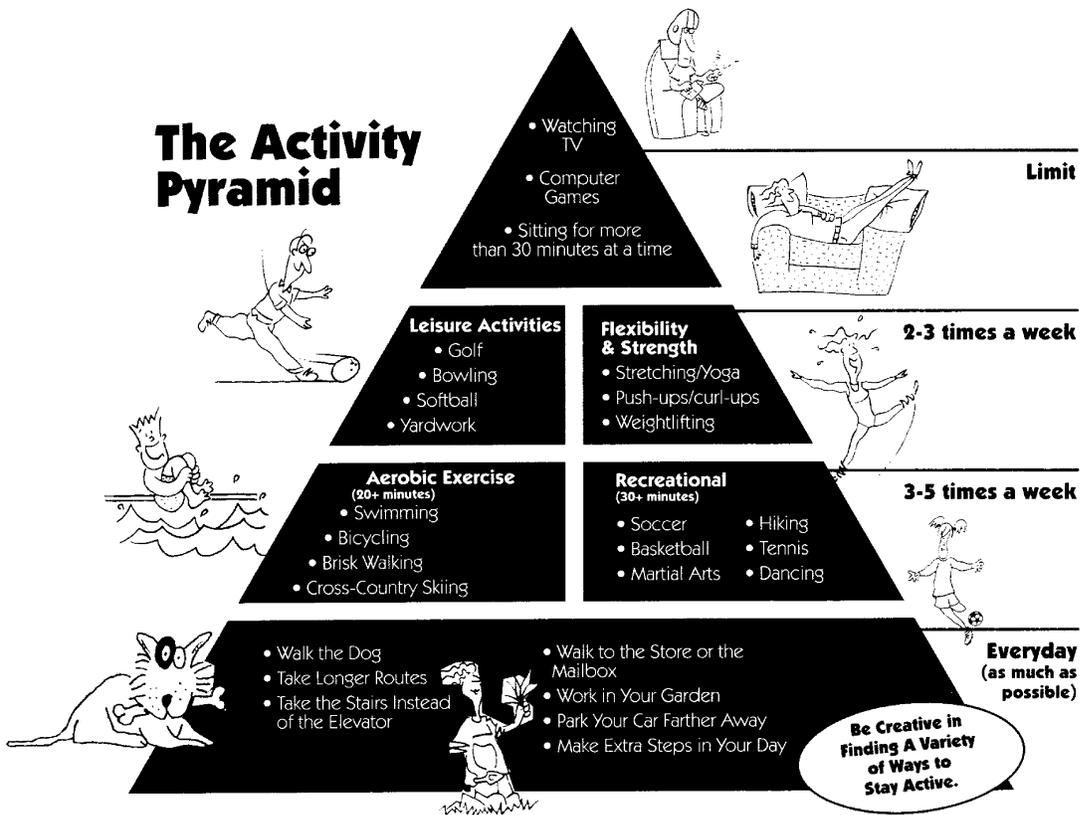
## APPENDIX I: Move More One Page Ideas

If you want to lose body fat, you should do AEROBIC ACTIVITIES 4 to 6 times a week for at least 30 minutes. Healthful eating is also important if your goal is to lose body fat.

Choose activities that you like and vary them daily so you don't get bored. For example, jog Monday, then Tuesday ride a stationary bike, etc. Use the activity pyramid below for examples of different forms of exercise.

### Be sure you drink enough fluids when you exercise.

- ◆ Drink 1 cup (8 ounces) of water before and after you exercise.
- ◆ Drink 1 cup of water every 15 to 20 minutes during exercise.
- ◆ You should also be drinking at least 2 quarts of fluids that do not contain caffeine every day.



*If you have diabetes, heart disease or other chronic diseases, talk with your doctor about the right exercise program for you.*

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## APPENDIX I: Move More One Page Ideas



### Ideas for Physical Activity Breaks in Meetings

*Benjamin Franklin once said,  
" You don't stop playing because you grow old, you grow old because you stop playing."*

The following are sample ideas for physical activity breaks. Some of them are taken directly from improvisational theater exercises and others were made up on the spot. Activities are limited only by your own creativity (and safety concerns). Mix and match motions with movement ideas or come up with your own. There is no right or wrong way to have physical activity breaks; however, you should be aware of the needs of persons with disabilities. For example, you can ask folks to "stand up or roll back" to begin an activity. Share your ideas, be willing to pretend like you are visiting a kindergarten class, and have fun!

#### **Potential Motions**

balance	chew	go	pinch	rotate	skip	tap
bend	clap	hit	pirouette	ride	slide	throw
blow	climb	hop	poke	run	slip	turn
bounce	clog	jump	pop	sashay	slither	walk
brush	cycle	kick	press	serve	spin	wave
build	dance	levitate	pull	shuffle	swagger	wiggle
bump	float	lift	push	skate	swim	wipe
catch	fix	paint	roll	ski	swing	write

#### **Movement Ideas:**

Can you:

... pounce like a tiger  
... balance on a high wire  
... climb a rope  
... swagger like a cowboy  
... swim the butterfly  
... clog like you're on stage  
... paint the fence  
... wax the car  
... shuffle like you just got out of bed  
... float in the waves at the beach  
... balance a ball like a seal  
... wiggle like an inch worm  
... push the donkey up the hill

Can you stretch like you're a giraffe  
Can you pretend you're an elephant  
... a cat  
... a snake  
... a bull frog  
Can you be  
... a lumberjack  
... a fireman  
Can you pretend you are  
... a ball  
... a flower  
Can you give 4 people high five  
Can you giggle like it's your birthday  
Can you sit down like it's time for school

## APPENDIX I: Move More One Page Ideas



### Group Activities

#### *Writing Your Name:*

Raise your right hand. Pretend you have a pencil in your hand. Print your first name. Using your left foot, write your name in cursive. Pretend you have a pencil sticking out of your belly button. Print or cursive, write your first name. No abbreviations! Don't forget to cross the 't's' and dot the 'i's'. Every activity, even one as simple as writing your name or conducting a meeting, can be made fun.

#### *Beach Volleyball:*

Pass out several invisible beach balls. Pass (carefully hit) them around the room. Play along. You may want to make a show of bringing the invisible balls into the room. "Hand" them out to folks to get them started. You can also use real balls and name them with the issues you are addressing. You have to keep all of the "issues" up at the same time. Invisible balls get more people active because people wait for the real one to come to them rather than pretend its already there.

#### *Mr. Ed's School of Counting:*

Each hand clap counts as 1. Each foot stomp (or knee slap) counts as 10. Can you count to 4? Can you count to 32? What is  $5 \times 7$ ? What is  $144 \div 12$ ? Great job, give yourself 4!

#### *Lead With Your Body*

Walk around the room while leading with a particular body part of your choosing. It could be a foot, shoulder, knee, hip, ear, whatever! Lead as if that part would hit the wall first if you walked into it. Freeze! Lead with a new body part. Freeze! Now come up with a unique sound to go along with your new walk.

#### *Story Time*

Make up or find a short story (3-6 paragraphs) with lots of action words. As you read it out loud, the participants can act out every action.

**Rx:** Each person should get 15 laughs / day; 2 of them must be "belly laughs". (Share with the audience a demonstration)

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Need more ideas? Check out Whole Person Associates Inc. for the following books: *Instant Icebreakers* by Sandy Christian and Nancy Loving; *Mind-Body Magic* by Martha Belknap; and *Playing Along* by Izzy Gesell.

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# APPENDIX J: Posters

## Everyday STRETCHES

**With all stretches:** No bouncing, remember to breathe, hold each stretch for about 30-60 seconds, and stretch to a point you feel tight but not painful.

### Chest Stretch

- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Hold your arms out to the side parallel with the ground and the palms facing forward.
- Stretch the arms back as far as possible.
- You should feel the stretch across your chest.

### Biceps Stretch

- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Hold your arms out to the side parallel with the ground and the palms facing forward.
- Rotate the hands so the palms face to the rear.
- Stretch the arms back as far as possible.
- You should feel the stretch across your chest and in the biceps.

### Upper Back Stretch

- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Interlock your fingers and push your hands as far away from your chest as possible, allowing your upper back to relax.
- You should feel the stretch between your shoulder blades.

### Shoulder Stretch

- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Place your right arm, parallel with the ground across the front of your chest.
- Bend the left arm up and use the left forearm to ease the right arm closer to your chest.
- You should feel the stretch in the shoulder.
- Repeat with the other arm.

### Shoulder and Triceps Stretch

- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Place both hands above your head and then slide both your hands down the middle of your spine.
- You should feel the stretch in the shoulders and the triceps.

### Side Bends

- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent, hands resting on the hips.
- Bend slowly to one side, come back to the vertical position and then bend to the other side.
- Do not lean forward or backwards.
- You should feel the stretch on your sides.

### Hip and Thigh Stretch

- Stand tall with your feet approximately two shoulder widths apart.
- Turn the feet and face to the right.
- Bend the right leg so that the right thigh is parallel with the ground and right lower leg is vertical.
- Gradually lower the body.
- Keep your back straight and use your arms to balance.
- You should feel the stretch along the front of the left thigh and along the hamstrings of the right leg.
- Repeat by turning and facing to the left.

### Calf Stretch

- Stand tall with one leg in front of the other, hands flat and at shoulder height against a wall.
- Ease your back leg further away from the wall, keeping it straight and press the heel firmly into the floor.
- You should feel the stretch in the calf of the rear leg.
- Repeat with the other leg.

### Adductor Stretch

- Stand tall with your feet approximately two shoulder widths apart.
- Bend the right leg and lower the body.
- Keep your back straight and use arms to balance.
- You should feel the stretch in the left leg adductor.
- Repeat with left leg.

### Quadriceps Stretch

- Stand tall with feet comfortably apart.
- Grab hold of a stationary object for balance with one hand.
- Use the opposite hand to grasp the leg around the ankle.
- Lift it towards your buttocks.
- Repeat with the other leg.

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www.EatSmartMoveMoreNC.com

MMPosterA.Stretch.pdf

## Do You Get 30 Minutes of Moderate Physical Activity Every Day?

### IT IS EASY & SIMPLE

**EXAMPLES OF MODERATE AMOUNTS OF PHYSICAL ACTIVITY**

- Washing & Waxing a Car (45-60 minutes)
- Washing Windows or Floors (45-60 minutes)
- Gardening (30-45 minutes)
- Wheeling Self in Wheelchair (30-40 minutes)
- Pushing a Stroller (1.5 miles in 30 minutes)
- Raking Leaves (30 minutes)
- Walking (15 minutes/mile)
- Shoveling Snow (15 minutes)
- Stairwalking (15 minutes)
- Playing Volleyball (45 minutes)
- Playing Touch Football (30-45 minutes)
- Basketball (Shooting Baskets) (30 minutes)
- Bicycling (5 miles/30 minutes)
- Dancing Fast (Social) (30 minutes)
- Water Aerobics (30 minutes)
- Swimming Laps (20 minutes)
- Basketball (Playing Game) (15-20 minutes)
- Jumping Rope (15 minutes)
- Running (10 minutes/mile)
- Wheelchair Basketball (20 minutes)

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MMPosterB.30Minutes.pdf

## 12-Week Guide to Healthy Walking

There are 1440 minutes in every day...  
Schedule 30 of them for physical activity.

Week	Minimum Days	Warm Up	Push	Cool Down	Total Time
1	3	5 min slow	5 min brisk	5 min slow	15 min
2	3	5 min slow	7 min brisk	5 min slow	17 min
3	3	5 min slow	9 min brisk	5 min slow	19 min
4	3	5 min slow	11 min brisk	5 min slow	21 min
5	4	5 min slow	13 min brisk	5 min slow	23 min
6	4	5 min slow	15 min brisk	5 min slow	25 min
7	4	5 min slow	18 min brisk	5 min slow	28 min
8	4	5 min slow	20 min brisk	5 min slow	30 min
9	5	5 min slow	20 min brisk	5 min slow	30 min
10	5	5 min slow	20 min brisk	5 min slow	30 min
11	5	5 min slow	20 min brisk	5 min slow	30 min
12	5	5 min slow	20 min brisk	5 min slow	30 min

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MMPosterC.12Week.pdf

## 12 EASY WAYS to Enjoy Activity at WORK!

- WEAR A Pedometer at Work.** Since every step counts, wearing a pedometer is wonderful motivator to move more during your workday.
- WALK AROUND THE OFFICE.** There's no need to sit still while you talk on the phone or think. Pacing and fidgeting are physical activity.
- WALK AROUND THE BUILDING.** Sometimes a face-to-face talk is the best way to communicate (and it gets you up and moving around).
- WALK UP (AND DOWN) THE STAIRS.** If you have a choice, always take the stairs. If you have stairs, take as many trips up and down as possible.
- WALK AROUND THE BLOCK.** Got a coffee break? Got a few free minutes? Take a walk outside and get some fresh air (and extra steps).
- WALK AND TALK.** Need to discuss something with a co-worker? A walking meeting can be more productive and healthier too!
- LIFT WEIGHTS WHILE YOU TALK.** Keep a weight near the telephone; pick it up when you get a call and pump your arms while you talk.
- TAKE A WEIGHT BREAK.** Feeling tired and bogged down? Take five minutes to lift your hand weights and get your blood flowing.
- WORK YOUR ABS.** You can strengthen tummy muscles while sitting in a chair. Sit straight, tighten muscles and release. Repeat.
- STRETCH YOUR ARMS AND LEGS.** Stuck at your desk? Use a resistance band for a five minute stretch. Your mind and body will be more flexible.
- STRETCH YOUR STRESS AWAY.** Tension in your shoulders, neck and back is easy to release with standing stretches and a resistance band.
- CHECK YOUR Pedometer.** How many steps do you take during a typical workday? Any ideas for adding a few more steps here or there?

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MMPosterD.Work.pdf

**APPENDIX J: Posters**

# SMART TIPS FOR Moving More

**BEEN INACTIVE FOR A WHILE?**

- Start out slowly • Choose moderate-intensity activities you enjoy the most • Build up time spent doing the activity gradually • Vary your activities, for interest and range of benefits • Explore new physical activities • Reward and acknowledge your efforts

**IT'S SUMMER**

- Drink lots of water before, during and after physical activity.
- Wear loose, lightweight and light colored clothing.
- Choose a cooler time of the day, early morning or evening.
- Allow yourself plenty of cool down time.
- Wear sunscreen and sunglasses to protect from sun.
- Exercise indoors if temperature and humidity are very high.

**IT'S WINTER**

- Dress in layers so that you can remove or put back on as needed.
- Wear a hat to minimize the body heat lost from the head.
- Wear gloves or mittens to keep your hands warm.
- Wear comfortable shoes with a good traction.
- Drink plenty of water before, during and after exercise.
- Wear sunscreen and sunglasses to protect from damaging rays reflected by snow.

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MMPosterE.Tips.pdf

# Why Move More?

**There are some serious benefits to moving more and increasing your daily physical activity at work. Moderate amounts of physical activity can greatly improve health and quality of life.**

- 1. Nervous System**
  - Improves concentration, creativity and performance
  - Reduces stress, anxiety and frustration
- 2. Bones**
  - Strengthens bones and improves muscle strength and endurance
  - Makes joints more flexible allowing for easier movement
  - Reduces back pain by improving flexibility and posture
  - Reduces the risk of osteoporosis and fractures
- 3. Heart**
  - Reduces the risk of developing heart disease and stroke
- 4. Blood**
  - Improves blood circulation to all body parts
  - Helps to lower bad (LDL) cholesterol and raise good (HDL) cholesterol
  - Helps to lower high blood pressure and prevent high blood pressure from occurring
- 5. Digestive System**
  - Helps control appetite
  - Improves digestion and waste removal
- 6. Lungs**
  - Slows the rate of decline in lung function
  - Improves body's ability to use oxygen
- 7. Others**
  - Reduces the risk of developing diabetes and some cancers
  - Helps to maintain a healthy body weight
  - Improves self-image and sense of well-being
  - Improves the immune system
  - Helps to sleep well and feel more rested

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MMPosterF.Why.pdf

# Physical Activity PYRAMID

**Teaming Up with Good Nutrition**

**It tells you: Physical activity is an essential part of every day.**

**Regardless of your fitness level, there is a physical activity just right for you. The most exciting part of your day can be participating in a physical activity. Use the pyramid choices to help you get started.**

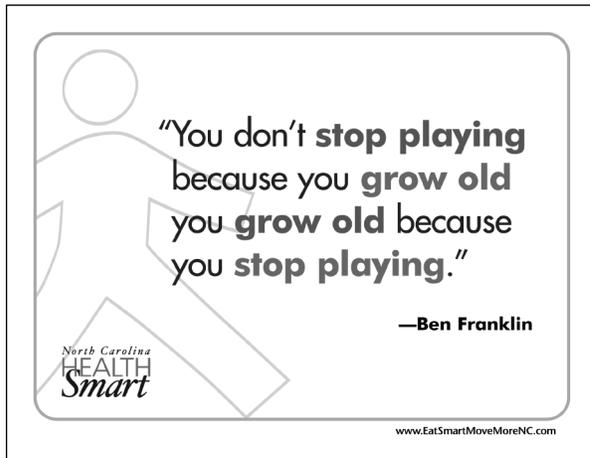
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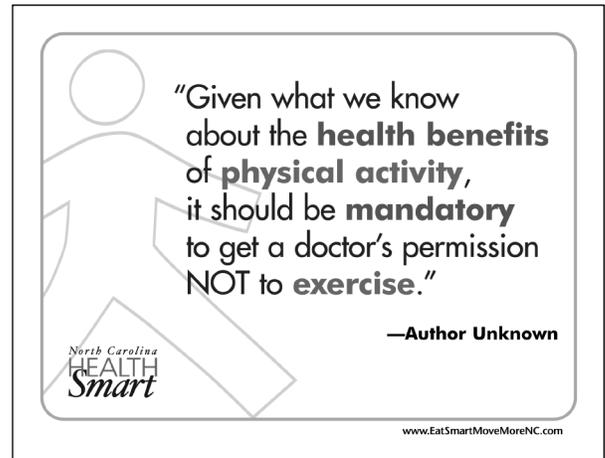
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## APPENDIX K: Motivational Quotes

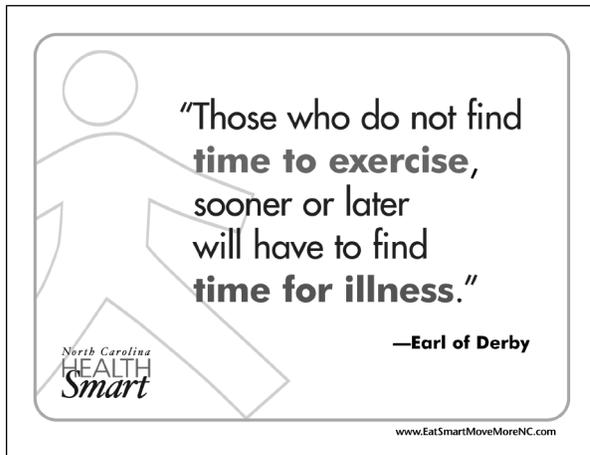
The following motivational quotes can be printed as single copies from the CD-ROM.



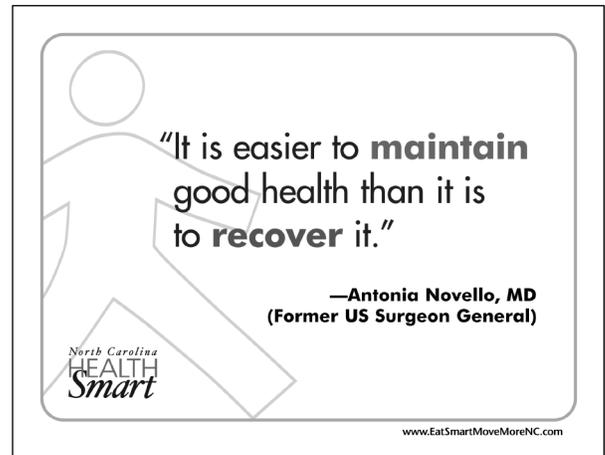
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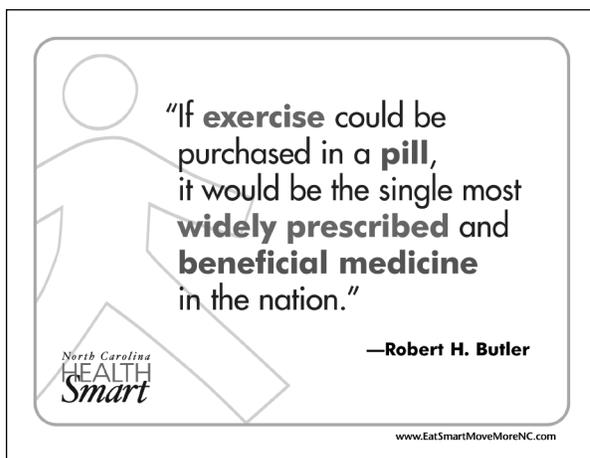
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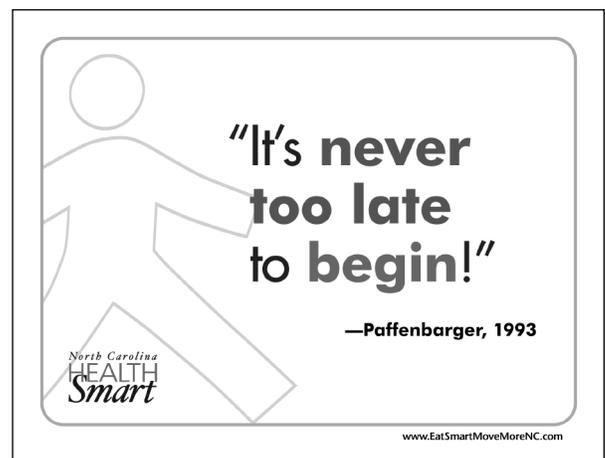
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MMQuote4.Maintain.pdf

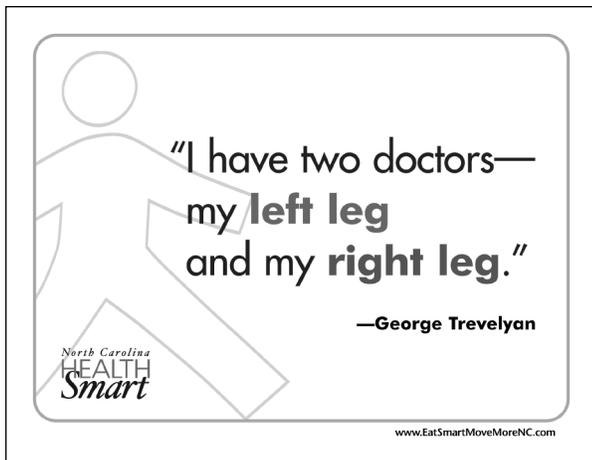


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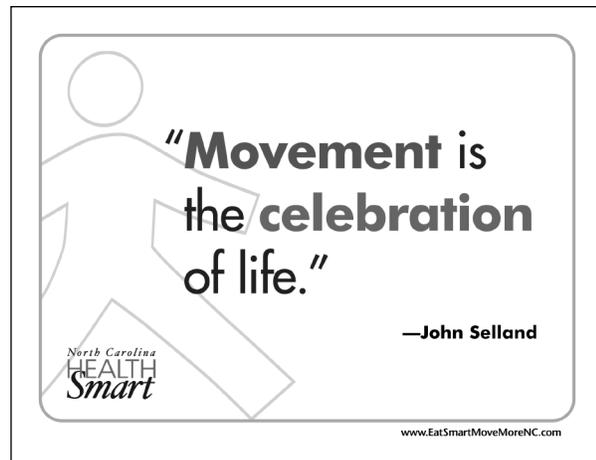


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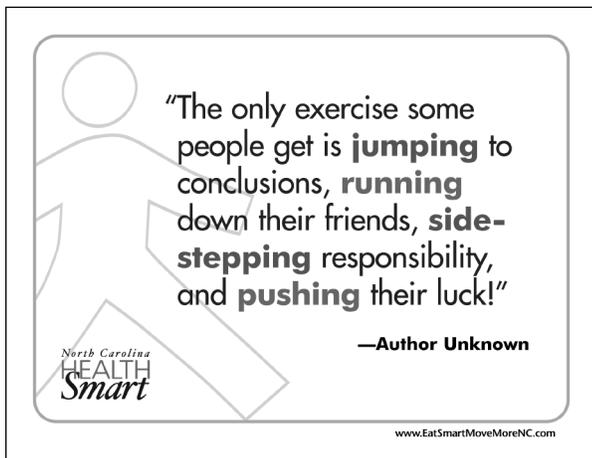
## APPENDIX K: Motivational Quotes



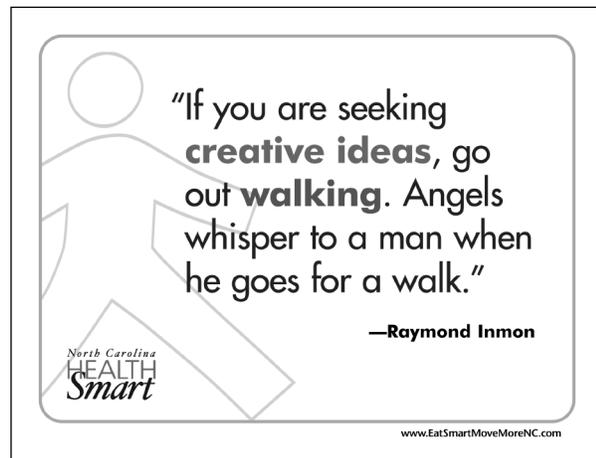
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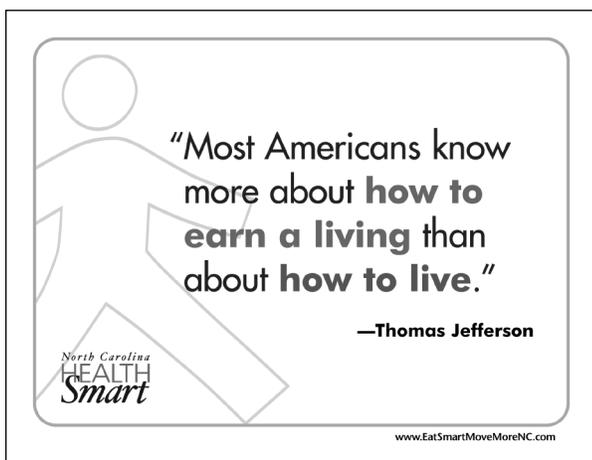
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MMQuote9.Only.pdf



MMQuote10.Walk.pdf



MMQuote11.Live.pdf

## PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)



(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are

between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has your doctor ever said that you have a heart condition <i>and</i> 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. 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"/> | 6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you know of <i>any other reason</i> why you should not do physical activity?   |

### IF YOU ANSWERED YES TO ONE OR MORE QUESTIONS

Talk with your doctor by phone or in person BEFORE you start becoming more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered yes.

- You may be able to do any activity you want—as long as you start slow and build up gradually. Or, you may need to restrict your activities to those that are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

### IF YOU ANSWERED NO TO ALL QUESTIONS

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can

- Start becoming more physically active—begin slowly and build up gradually. This is the safest and easiest way to go.
- Take part in a fitness appraisal—this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming more physically active.

## APPENDIX L: Physical Activity Readiness Questionnaire (PAR-Q), page 2

### DELAY BECOMING MUCH MORE ACTIVE

- If you are not feeling well because of a temporary illness such as a cold or a fever—wait until you feel better; or
- If you are or may be pregnant—talk to your doctor before you start becoming more active.

### PLEASE NOTE:

If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

---

“I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction.”

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_  
(for participants under the age of majority)

Witness \_\_\_\_\_

**Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.**

Source: American College of Sports Medicine. “ACSM’s Guidelines For Exercise Testing and Prescription” Sixth edition. 2000. Chapter 2; Pg. 23.

**WHAT KEEPS YOU FROM BEING MORE ACTIVE?**



**Directions:** Listed below are reasons that people give to describe why they do not get as much physical activity as they think they should. Please read each statement and indicate how likely you are to say each of the following statements:

How likely are you to say?	Very likely	Somewhat likely	Somewhat unlikely	Very unlikely
1. My day is so busy now, I just don't think I can make the time to include physical activity in my regular schedule.	3	2	1	0
2. None of my family members or friends like to do anything active, so I don't have a chance to exercise.	3	2	1	0
3. I'm just too tired after work to get any exercise.	3	2	1	0
4. I've been thinking about getting more exercise, but I just can't seem to get started	3	2	1	0
5. I'm getting older so exercise can be risky.	3	2	1	0
6. I don't get enough exercise because I have never learned the skills for any sport.	3	2	1	0
7. I don't have access to jogging trails, swimming pools, bike paths, etc.	3	2	1	0
8. Physical activity takes too much time away from other commitments—time, work, family, etc.	3	2	1	0
9. I'm embarrassed about how I will look when I exercise with others.	3	2	1	0
10. I don't get enough sleep as it is. I just couldn't get up early or stay up late to get some exercise.	3	2	1	0
11. It's easier for me to find excuses not to exercise than to go out to do something.	3	2	1	0
12. I know of too many people who have hurt themselves by overdoing it with exercise.	3	2	1	0
13. I really can't see learning a new sport at my age.	3	2	1	0
14. It's just too expensive. You have to take a class or join a club or buy the right equipment.	3	2	1	0
15. My free times during the day are too short to include exercise.	3	2	1	0
16. My usual social activities with family or friends do not include physical activity.	3	2	1	0
17. I'm too tired during the week and I need the weekend to catch up on my rest.	3	2	1	0
18. I want to get more exercise, but I just can't seem to make myself stick to anything.	3	2	1	0
19. I'm afraid I might injure myself or have a heart attack.	3	2	1	0
20. I'm not good enough at any physical activity to make it fun.	3	2	1	0
21. If we had exercise facilities and showers at work, then I would be more likely to exercise.	3	2	1	0

## APPENDIX M: Barriers to Being Active, page 2

### Follow these instructions to score yourself:

- Enter the circled number in the spaces provided, putting together the number for statement 1 on line 1, statement 2 on line 2, and so on.
- Add the three scores on each line. Your barriers to physical activity fall into one or more of seven categories: lack of time, social influences, lack of energy, lack of willpower, fear of injury, lack of skill, and lack of resources. A score of 5 or above in any category shows that this is an important barrier for you to overcome.

_____	+	_____	+	_____	=	_____
1		8		15		Lack of time
_____	+	_____	+	_____	=	_____
2		9		16		Social influence
_____	+	_____	+	_____	=	_____
3		10		17		Lack of energy
_____	+	_____	+	_____	=	_____
4		11		18		Lack of willpower
_____	+	_____	+	_____	=	_____
5		12		19		Fear of injury
_____	+	_____	+	_____	=	_____
6		13		20		Lack of skill
_____	+	_____	+	_____	=	_____
7		14		21		Lack of resources

Try to find solutions to overcome major/prominent barriers to increasing your daily physical activity. Some useful tips to overcome physical activity barriers are provided for each category on the following pages.

(Source: Centers For Disease Control and Prevention.  
Available at <http://www.cdc.gov/nccdphp/dnpa/physical/life/overcome.htm>)



**OVERCOMING BARRIERS TO PHYSICAL ACTIVITY**

<b>Barrier</b>	<b>Suggestions</b>
Lack of Time	<ul style="list-style-type: none"> <li>• Identify available time slots. Monitor your daily activities for one week. Identify at least three 30-minute time slots you could use for physical activity.</li> <li>• Add physical activity to your daily routine. For example, walk or ride your bike to work or shopping, organize school activities around physical activity, walk the dog, exercise while you watch TV, park farther away from your destination, etc.</li> <li>• Make time for physical activity. For example, walk, jog, or swim during your lunch hour, or take fitness breaks instead of coffee breaks.</li> <li>• Select activities requiring minimal time, such as walking, jogging, or stairclimbing.</li> </ul>
Social Influence	<ul style="list-style-type: none"> <li>• Explain your interest in physical activity to friends and family. Ask them to support your efforts.</li> <li>• Invite friends and family members to exercise with you. Plan social activities involving exercise.</li> <li>• Develop new friendships with physically active people. Join a group, such as the YMCA or a hiking club.</li> </ul>
Lack of Energy	<ul style="list-style-type: none"> <li>• Schedule physical activity for times in the day or week when you feel energetic.</li> <li>• Convince yourself that if you give it a chance, physical activity will increase your energy level; then, try it.</li> </ul>
Lack of Willpower	<ul style="list-style-type: none"> <li>• Plan ahead. Make physical activity a regular part of your daily or weekly schedule and write it on your calendar.</li> <li>• Invite a friend to exercise with you on a regular basis and write it on both your calendars.</li> <li>• Join an exercise group or class.</li> </ul>
Fear of Injury	<ul style="list-style-type: none"> <li>• Learn how to warm up and cool down to prevent injury.</li> <li>• Learn how to exercise appropriately considering your age, fitness level, skill level, and health status.</li> <li>• Choose activities involving minimum risk.</li> </ul>
Lack of Skill	<ul style="list-style-type: none"> <li>• Select activities requiring no new skills, such as walking, climbing stairs, or jogging.</li> <li>• Exercise with friends who are at the same skill level as you are.</li> <li>• Find a friend who is willing to teach you some new skills.</li> <li>• Take a class to develop new skills.</li> </ul>
Lack of Resources	<ul style="list-style-type: none"> <li>• Select activities that require minimal facilities or equipment, such as walking, jogging, jumping rope, or calisthenics.</li> <li>• Identify inexpensive, convenient resources available in your community (community education programs, park and recreation programs, worksite programs, etc.)</li> </ul>

## **IDEAS FOR PHYSICAL ACTIVITY BREAKS IN MEETINGS**

The following are sample ideas for physical activity breaks. Some of them are taken directly from improvisational theater exercises and others were made up on the spot. Activities are limited only by your own creativity (and safety concerns). Mix and match motions with movement ideas or come up with your own. There is no right or wrong way to have physical activity breaks; however, you should be aware of the needs of persons with disabilities. For example, you can ask folks to “stand up or roll back” to begin an activity. Share your ideas, be willing to pretend like you are visiting a kindergarten class, and have fun!

### **POTENTIAL MOTIONS**

Balance	Chew	Go	Pinch	Rotate	Skip	Tap
Bend	Clap	Hit	Pirouette	Ride	Slide	Throw
Blow	Climb	Hop	Poke	Run	Slip	Turn
Bounce	Clog	Jump	Pop	Sashay	Slither	Walk
Brush	Cycle	Kick	Press	Serve	Spin	Wave
Build	Dance	Levitate	Pull	Shuffle	Swagger	Wiggle
Bump	Float	Lift	Push	Skate	Swim	Wipe
Catch	Fix	Paint	Roll	Ski	Swing	

### **MOVEMENT IDEAS (CAN YOU \_\_\_\_\_?)**

- Pounce like a tiger
- Balance on a high wire
- Climb a rope
- Swagger like a cowboy
- Swim the butterfly
- Clog like you're on stage
- Paint the fence
- Wax the car
- Shuffle like you just got out of bed
- Float in the waves at the beach
- Balance a ball like a seal
- Wiggle like an inch worm
- Push the donkey up the hill
- Stretch like you're a giraffe
- Pretend you're an elephant, a cat, a snake or a bull frog
- Be a lumberjack or a fireman
- Pretend you're a ball or a flower
- Give four people high five
- Giggle like it is your birthday
- Sit down like it's time for school

## **GROUP ACTIVITIES**

### **Writing Your Name**

Raise your right hand. Pretend you have a pencil in your hand. Print your first name. Using your left foot, write your name in cursive. Pretend you have a pencil sticking out of your belly button. Print or cursive, write your first name. No abbreviations! Don't forget to cross the 't's' and dot the 'i's'. Every activity, even one as simple as writing your name or conducting a meeting, can be made fun.

### **Beach Volleyball**

Pass out several invisible beach balls. Pass (carefully hit) them around the room. Play along. You may want to make a show of bringing the invisible balls into the room. "Hand" them out to folks to get them started. You can also use real balls and name them with the issues you are addressing. You have to keep all of the "issues" up at the same time. Invisible balls get more people active because people wait for the real one to come to them rather than pretend its already there.

### **Mr. Ed's School of Counting**

Each handclap counts as 1. Each foot stomp (or knee slap) counts as 10. Can you count to 4? Can you count to 32? What is  $5 \times 7$ ? What is  $144 \div 12$ ? Great job, give yourself 4!

### **Lead With Your Body**

Walk around the room while leading with a particular body part of your choosing. It could be a foot, shoulder, knee, hip, ear, whatever! Lead as if that part would hit the wall first if you walked into it. Freeze! Lead with a new body part. Freeze! Now come up with a unique sound to go along with your new walk.

### **Story Time**

Make up or find a short story (3-6 paragraphs) with lots of action words. As you read it out loud, the participants can act out every action.

**Rx:** Each person should get 15 laughs/day; 2 of them must be "belly laughs".

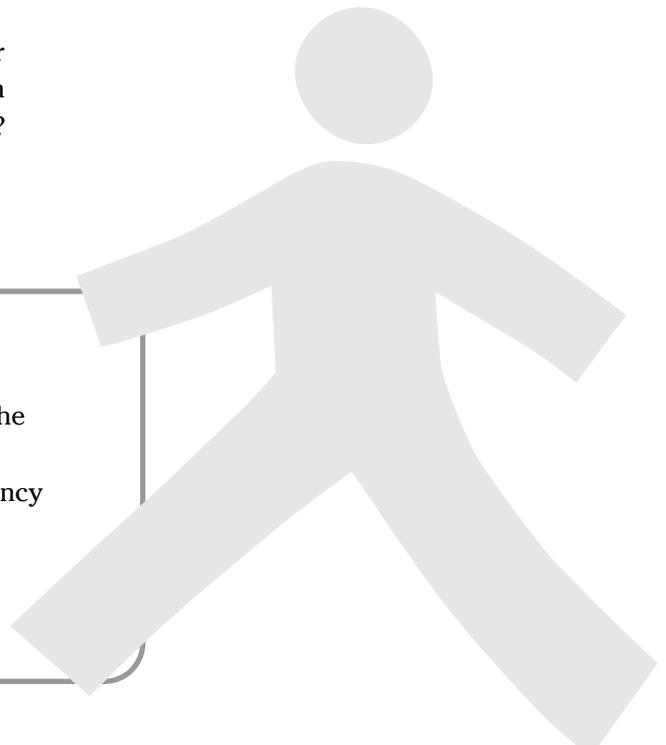
(Share with the audience a demonstration)

### **NEED MORE IDEAS?**

Check out Whole Person Associates Inc. for the following books:

*Instant Icebreakers* by Sandy Christian and Nancy Loving; *Mind-Body*

*Magic* by Martha Belknap; and *Playing Along* by Izzy Gesell.



**COMING SOON!**

# Smart Steps TO GOOD HEALTH

This **challenge** will help you take easy steps toward a **healthier YOU** by increasing your **daily** physical activity.

**NO EXERCISE INVOLVED. JUST MOVE MORE**

Sign Up for Smart Steps begins on \_\_\_\_\_

The Challenge will begin on \_\_\_\_\_  
and end on \_\_\_\_\_

Don't be left out! Join the **FUN**  
Gain more **energy** and **feel better!**

For more information about Smart Steps, contact the activity coordinator  
\_\_\_\_\_  
at \_\_\_\_\_

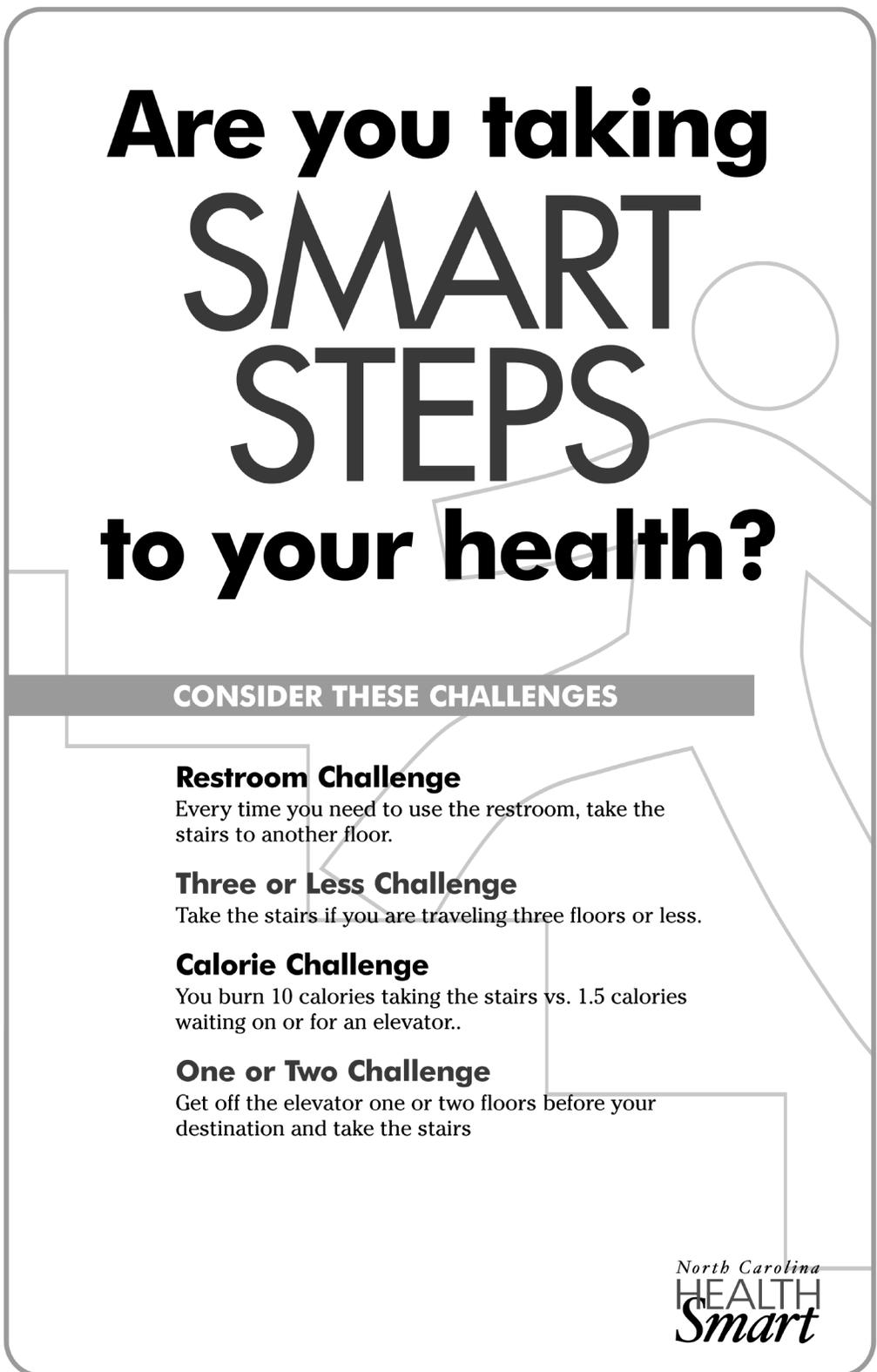
This activity is presented by your Worksite Wellness Committee

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MMComingSoonPoster.pdf

# Are you taking **SMART STEPS** to your health?



## CONSIDER THESE CHALLENGES

### **Restroom Challenge**

Every time you need to use the restroom, take the stairs to another floor.

### **Three or Less Challenge**

Take the stairs if you are traveling three floors or less.

### **Calorie Challenge**

You burn 10 calories taking the stairs vs. 1.5 calories waiting on or for an elevator.

### **One or Two Challenge**

Get off the elevator one or two floors before your destination and take the stairs

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