

Participant Guide

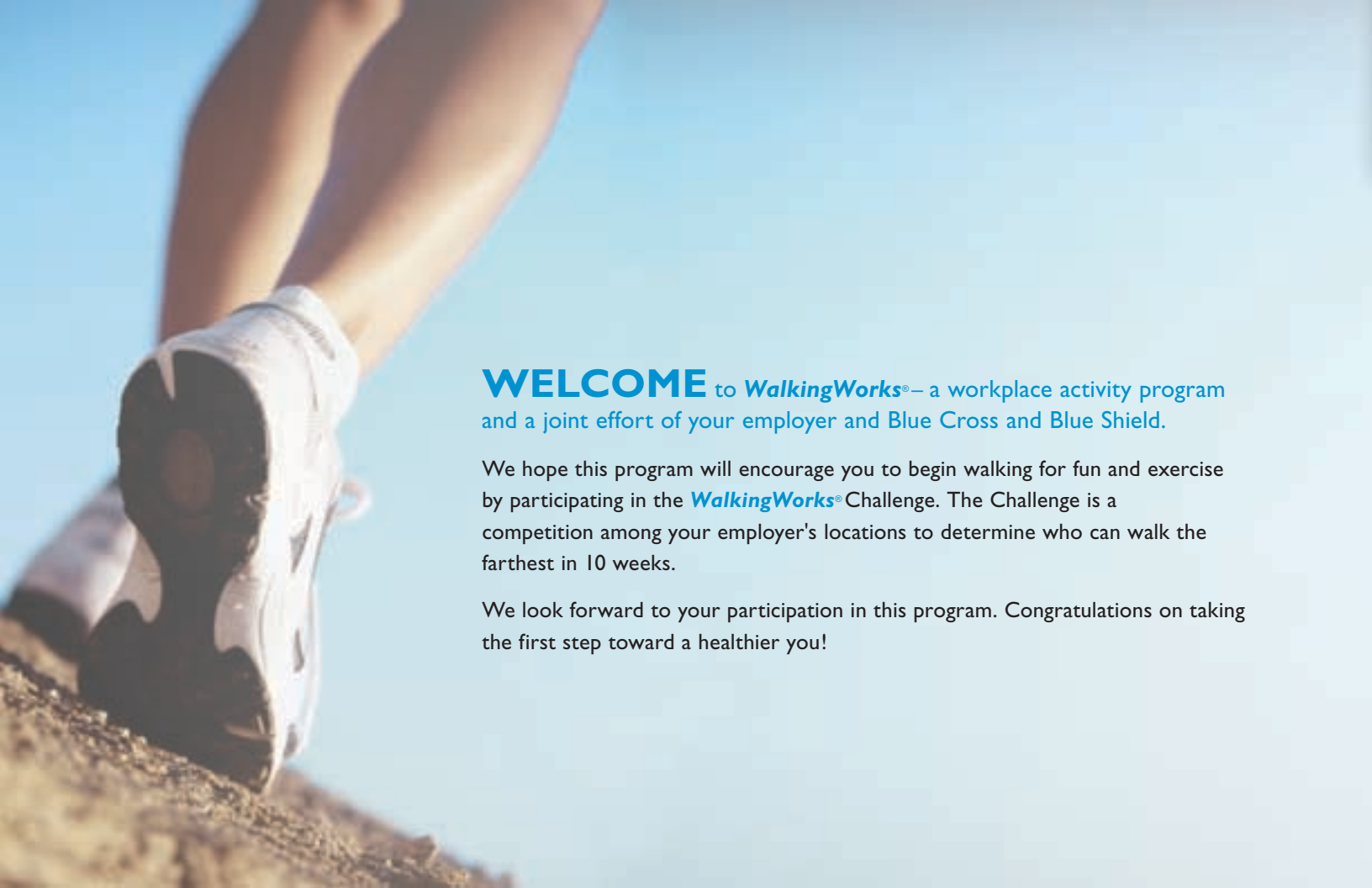
Time-Based Program



BlueCross BlueShield
Association

An Association of Independent
Blue Cross and Blue Shield Plans





WELCOME to *WalkingWorks*®— a workplace activity program and a joint effort of your employer and Blue Cross and Blue Shield.

We hope this program will encourage you to begin walking for fun and exercise by participating in the *WalkingWorks*® Challenge. The Challenge is a competition among your employer's locations to determine who can walk the farthest in 10 weeks.

We look forward to your participation in this program. Congratulations on taking the first step toward a healthier you!

THE CHALLENGE!

During the 10-week program, you will walk to get your daily dose of physical activity. Here's how the program works:

- **The Team:** During the 10-week *WalkingWorks*® Challenge, employees from your location and other company locations will take part in a friendly competition to determine who can walk the farthest.
- During the competition, you will track your daily time spent walking in the log pages at the end of this guide. At the end of the week, you will total the walking time and record it at www.walkingworks.com. This will help you track your progress and help your team.
- Individuals with disabilities may participate by logging miles traveled in wheelchairs, laps in a pool or time spent performing physical activity (On the log, you may choose to record the number of minutes performing the activity).
- Throughout the program, you will receive tips and suggestions about healthy eating, stretching, strength training and the benefits of physical activity.

HOW TO USE THE DAILY LOG AND ONLINE TOOL

A key part of the *WalkingWorks*® Challenge is to log your progress every day. Use the journal pages at the end of this guide to track your time. To track your progress and have it count toward the accomplishments of your team, you must transfer your weekly walking time total into the *WalkingWorks*® Online Tool **every week**.



THE PROGRAM

It's important to know your own starting point before you set your personal walking goals. This will help you create a personalized walking program that is right for you.

- **Baseline** — Track the time you spent walking for seven days. This will establish your baseline. Remember: This includes all of your normal walking activities, such as walking up the stairs at home, walking around the office, etc. At the end of each day, write down your total number of minutes walking (including any other physical activity) in your log, which is located in this guide. At least once a week, go online to record your log information at www.walkingworks.com.

- **Benchmark** — Your benchmark is the highest amount of time you spent walking on any one day during the first week. Use your benchmark as your daily goal for the second and third weeks. Log your time and at the end of the third week, review your log. If you met your goal, add another 10 minutes to your daily goal for the fourth and fifth weeks.
- **Build** — At the end of each two-week period, try to increase your daily goal by 10 minutes. If you had difficulty reaching your goal, walk at the same level until you build enough endurance to step up your daily goal.

Week 1	
	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

CHOOSE YOUR SHOES

Choosing the right pair of shoes is very important. Here are some tips to make it easier:

- Prepare: Go online to get information about walking styles, differences among shoe styles and guidance from medical experts. Decide how much money you are willing and able to spend and stick to your budget.
- Go to a store staffed with people who know the difference between different types and brands of shoes. Tell them that you are starting a walking program. Ask them to examine your feet and walking style, and help find the shoes that are right for you.
- Remember to try various sizes and styles, and walk around the store in both shoes. Your feet increase in size throughout the day and while exercising. Try to shop at the end of the day or after you've done some walking!
- The shoes should feel good when you buy them — don't buy shoes you need to "break in."
- In general, shoes worn four days per week need to be replaced approximately every three to six months.

Most important: **Your shoes should be comfortable for you!**

As with any exercise program, if you have a health condition or have not done any regular physical activity for a long time, talk to your doctor before starting this program.

DID YOU KNOW...

Regular exercise can help keep your blood pressure in check and reduces your risk of blood clots and irregular heartbeats.

- Mayo Foundation for Medical Education and Research



FIND YOUR TARGET HEART RATE

When walking to condition your heart and lungs, your heart rate should be in your “target heart rate zone” (THR). Research shows that those who exercise at 60 to 80 percent of their maximum heart rate experience the most heart and lung benefits.

How to find your THR zone:

- Take your resting heart rate (RHR): check your pulse for 30 seconds and multiply by 2. It’s best to do this before you get out of bed.
- Determine your maximum heart rate (MHR) by subtracting your age from 220.
- Formula: $(MHR - RHR) \times 60\% \text{ to } 80\% + RHR = \text{THR Zone}$



To monitor your exercise intensity during walks, stop briefly and take your pulse for 10 seconds. If your pulse is below your THR zone, pick up your pace or find some hills to increase your intensity. If your pulse is above your THR zone, take your intensity down a bit. Stop for an intensity check 1-2 times per walk.

Fill in your THR zone:

Resting Heart Rate (RHR): _____
Maximum Heart Rate (MHR) (220 minus your age): _____
 $(MHR___ - RHR___) \times 0.6 + RHR___ = _____ \text{ beats per minute}$
 $(MHR___ - RHR___) \times 0.8 + RHR___ = _____ \text{ beats per minute}$
THR zone: _____ - _____ beats per minute OR _____ - _____
beats per 10 seconds

Example:

RHR is $30 \times 2 = 60$
MHR is 220 minus age (40 for instance) = 180
 $(180 - 60) \times 0.6 + 60 = 132 \text{ beats per minute}$
 $120 \times 0.8 + 60 = 156 \text{ beats per minute}$
THR zone = 132-156 beats per minute or (divide beats by 6) 22-26
beats per 10 seconds

GET THE MOST FROM EVERY STEP!

Warm up first. Begin by walking at a very gentle pace for 3 to 5 minutes to get your heart and muscles moving.

Take short, quick steps. Taking shorter, quicker steps, rather than long strides, will work your glute muscles (buttocks), too.

Heel-toe roll. The heel of your foot should strike the ground first. Roll through the outside of the foot and push off with the big toe.

Zip up your abs. While walking, imagine you are zipping up a tight pair of jeans, pulling your abs up and in towards your spine.

Pump your arms. With elbows bent at 90-degrees pump your arms naturally and smoothly with your shoulder blades squeezed together.

Practice perfect posture. Stand up tall. Keep your chest up and shoulders back. Keep your ears above your shoulders and look about 10 feet in front of you to keep your neck aligned properly.

DID YOU KNOW...

Walking leads to lean, toned muscles and keeps bones and joints in shape, minimizing the effects of osteoporosis and arthritis.

- Mayo Foundation for Medical Education and Research



STRETCHING

In Week 6 of the **WalkingWorks**® Challenge, you will add 3 to 5 minutes of stretching at the end of each walk. Here are some sample stretches for you to try. If you have any questions, please consult your team captain or program facilitator.

As with any exercise program, if you have a health condition or have not done any regular physical activity for a long time, talk to your doctor before starting this activity.



Arm circles. With one arm out at a time, make a backwards arm circle and then forward arm circle. Repeat 10 to 15 times with each arm.

Calf stretch. From a standing position, take a big step back with the right foot. Bend your left knee (making sure that it stays above your left ankle) and keeping your right heel on the ground shift your weight back to your right heel. Hold 15-30 seconds; switch sides.



Hip stretch. From a standing position, take a big step back with the right foot. Bend your left knee (make sure that it stays above your left ankle) and bend your right knee straight down towards the ground; shift your buttocks and hips forward. Hold 15-30 seconds; switch sides.



Quadricep stretch. Stand up straight, holding onto a wall/ pole for support. Bring your right heel to your buttock bending your knee, which is pointed straight to the ground. Grasp your right foot and hold. Push your foot gently into your hand, while the hand just keeps the foot in place. Hold 15 to 30 seconds; switch sides.



DID YOU KNOW... Walking helps lower “bad” LDL cholesterol and raise “good” HDL cholesterol.

- Mayo Foundation for Medical Education and Research

STRENGTH TRAINING

In Week 8 of the *WalkingWorks*® Challenge, if it is appropriate for you, you will add strength training each week. If you have a health condition or have not done any regular physical activity for a long time, talk to your doctor before starting this activity. Here are some sample exercises for you to try.



Lunges. Begin by standing with your feet hip-width apart holding weights at your side, abs tight and chest lifted. Take a giant step forward with your right foot into a lunge position, right knee centered over heel, left knee pointed towards the ground. Push off the ball of your foot, squeezing your glutes, as you bring the left leg towards the right, into a standing position. Repeat on the opposite side.

Heel-toe raises. Standing with feet hip-width apart holding weights at your side, come up onto the balls of your feet, raising your heels off the ground. Lower without letting your heels completely touch the ground and repeat.



Triceps kickbacks. Lean forward from the hips, with one arm near a table or chair for support. The other arm should hang perpendicular to the floor. Lift your arm so the upper arm (between the shoulder and elbow) is parallel to the floor. While maintaining this upper arm position, slowly extend your elbow, hold and return. Concentrate on keeping your upper arm stationary and parallel to the floor.



Crunches. Lay face-up on the ground with your feet on the floor and knees bent at a 90-degree angle. Place your fingertips on the back of your head, keeping your elbows back and flat. Contracting your abdominal

muscles, lift just high enough so your shoulder blades come off of the ground. Lower slowly and repeat. Keep your chin off your chest and neck relaxed (It helps to pick out something on the ceiling to look at).

DID YOU KNOW... *A brisk, one-hour walk burns approximately 400 calories for the average person.*

*- Mayo Foundation for Medical
Education and Research*



TRACK YOUR PROGRESS

At the end of each day, write down your total time spent walking in your log. Once a week, go online to record your log information at www.walkingworks.com.

The goal is for our team to collectively walk from the Washington Monument to the Golden Gate Bridge — 2,800 miles — as many times as possible during the next 10 weeks.

We will track your progress as long as you transfer your weekly log to the online tracking tool found at www.walkingworks.com.

Instructions for signing up and logging your walking progress are located on page 19 of this booklet.

If you have a health condition or have not done any regular physical activity for a long time (men over 40, women over 50), talk to your doctor before starting this exercise program.

WEEK 1

Week 1 of the **WalkingWorks®** Challenge is here. Get ready to start walking!

The first week of the program is simple — just track the time you spent walking during the week. This first week establishes your baseline daily walking time average. It is important that you do not try to do anything different in your daily routine than you normally would this week. At the end of each day, write down your total time in your Participant Guide/log under Week 1.

- Remember to log your walking time over the weekend. On Monday morning you will enter your week's total time into the online tracking tool (see instructions on the inside back cover).

DAILY WALKING LOG

Week 1	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 2

Last week was easy, now we are going to “step” it up a bit! Here’s what to do in Week 2:

- First, be sure to record your weekly total walking time on the online tracking tool at www.walkingworks.com. You should do this each Monday so that your progress is counted.

Figure out the average amount of time you walked each day during Week 1.

Increase this average time by 10% to 20% — make the increase challenging, but realistic. This is your daily walking goal for Week 2. (For example, if your Week 1 daily walking average was 25 minutes and you want to increase this by 20% or 5 minutes, your Week 2 daily walking goal is 30 minutes.)

Look for ways to reach this goal every day. Try to monitor and track your walking time throughout the day. Some days will be easy, other days you will have to work to “step” it up. Do whatever it takes to reach your new daily walking goal — you can do it!

DAILY WALKING LOG

Week 2	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 3

Congratulations on completing Week 2 and increasing your daily walking! Moving on to Week 3, let's really "step" up our challenge!

Figure out the average length of time you spent walking per day for Week 2. If you reached your daily walking goal on **three or more days**, increase your Week 2 average time by 10-20%. This is your daily walking goal for Week 3.

If you didn't reach your daily walking goal for Week 2, do not increase your goal for Week 3. Stick with your same daily time goal from Week 2 and try again — you can do it!

NEW THIS WEEK! At least **three days this week add a 20- to 30-minute walk**. This can be a continuous 20-30 minute walk OR you can break it down into smaller 10-minute or 15-minute walks totaling the 20-30 minutes. Be sure to add this to your walking total in your daily log.

Need help finding the time? Write it on your calendar as you would an appointment. Make it fun — walk with a co-worker, spouse, friend or your children!

■ Continue to log walking totals for each day in your Participant Guide and record last week's step total at www.walkingworks.com.

DAILY WALKING LOG

Week 3	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 4

You have completed three weeks of the **WalkingWorks®** Challenge! Keep up the great work as you move into Week 4. You truly are taking big “steps” towards a permanent lifestyle change. It’s time for a big decision! Choose the level you would like to attain using the following guidelines:

Level 1: *If improved health is your goal, your ultimate goal is to walk 45 minutes per day*

Level 2: *If improved health and weight loss are your goals, your ultimate goal is to walk 55 to 70 minutes per day*

Level 3: *If improved health, weight loss and increased fitness are your goals, 15-30 of your 55 to 70 minutes per day need to be within your Target Heart Rate Zone. For more information on how to calculate your target heart rate, refer to your Participant Guide.*

In Week 3, if you were at the ultimate walking goal of the level you chose above- GREAT, you will keep your goal right there for the remainder of the program. If your goal for last week was under the walking total for the level you chose above, then you are going to continue to increase your average daily walking time by 10% to 20% each week until you work up to your “ultimate daily walking goal.”

NEW THIS WEEK! Increase your walk for exercise to four days and add an additional five minutes.

■ Continue to log walking totals for each day in your Participant Guide and record last week’s step total at www.walkingworks.com.

DAILY WALKING LOG

Week 4	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 5

You're on a roll! Really focus on making those exercise walks a part of your daily routine this week. Keep walking!

Figure out the average length of time you spent walking per day for Week 4.

In Week 4, if you were at the ultimate walking goal of the level you chose last week — GREAT, you will keep that goal. If your goal for last week was under the walking total for the level you chose last week then you need to continue to increase your average walking time by 10% to 20% each week until you work up to your “ultimate daily walking goal.”

NEW THIS WEEK! Increase your walk for exercise to 4-5 days this week and add another additional five minutes (up to 30-40 minutes). Don't forget that it is okay to break this time up into smaller walks throughout your day.

■ Continue to log walking totals for each day in your Participant Guide and record last week's step total at www.walkingworks.com.

DAILY WALKING LOG

Week 5	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 6

Week 6 is a great week to review your goals and reflect on how far you have come since day one. Re-motivate yourself and be proud of what you have done so far! Even if you haven't reached your step goal every day, you have definitely made improvements. Every single step counts toward a healthier you!

Figure out the average length of time you spent walking per day for Week 5. If you met your goal level, continue on. If your goal for Week 5 was under your ultimate walking goal, continue to increase your average walking time by 10- 20% each week until you work up to your "ultimate daily walking goal."

Remember: Each week is different for each of us and if you have a low week, that's okay – the next week will be better! If you feel like your walking goal has become too high for you, feel free to back it down. Once you gain success at this level and you are ready then you can start the 10-20% climbs again.

NEW THIS WEEK! Increase your walk for exercise to 4-6 days this week.

NEW THIS WEEK! Add 3-5 minutes of flexibility training/stretching to the end of your walk.

■ Continue to log walking totals for each day in your Participant Guide and record last week's step total at www.walkingworks.com.

DAILY WALKING LOG

Week 6	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 7

Figure out the average length of time you spent walking per day for Week 6.

You know your ultimate walking goal. Keep your goal for Week 7 on that ultimate walking goal or increase your Week 6 average by 10-20% to work up to that goal.

Once again shoot for 4-6 days with an exercise walk this week.

At the end of your walks, continue with the 3-5 minute flexibility/ stretching routine that you added last week.

■ Continue to log walking totals for each day in your Participant Guide and record last week's step total at www.walkingworks.com.

DAILY WALKING LOG

Week 7	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 8

Seven weeks down, three to go — welcome to Week 8! This week we will add a bit of strength training to “pump” up our walking routine and boost our metabolism. Keep up the great work. You are awesome!

Figure out the average number of minutes you walked per day for Week 7. You know your ultimate step goal. Keep your goal for Week 8 on that ultimate step goal or increase your Week 7 average by 20% to work up to that goal.

NEW THIS WEEK! Aim for 5-6 days with an exercise walk totaling at least 30-40 minutes. (Don’t forget: those minutes can be split up into “mini-workouts.”)

Continue to stretch for 3-5 minutes at the end of your exercise walks.

NEW THIS WEEK! Add a strength training routine one day this week.

■ Continue to log walking totals for each day in your Participant Guide and record last week’s step total at www.walkingworks.com.

DAILY WALKING LOG

Week 8	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 9

Week 9 is here and you know it all — you are almost done putting the pieces together for an awesome personal fitness routine!

Figure out the average length of time you spent walking per day for Week 8. You know your ultimate walking goal. Keep your goal for Week 9 on that ultimate walking goal or increase your Week 8 average by 10-20% to work up to that goal.

Aim for 5-6 days with an exercise walk totaling at least 30-40 minutes.

Continue to stretch for 3-5 minutes at the end of your exercise walks.

NEW THIS WEEK! Strength train two days.

■ Continue to log walking totals for each day in your Participant Guide and record last week's step total at www.walkingworks.com.

DAILY WALKING LOG

Week 9	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

WEEK 10

The final week! Be very proud of yourself for what you have accomplished during the Challenge.

Choose your walking goal for Week 10 and, as always, add walking into your day to reach this goal. By now you have a very good idea of what it takes to reach your daily walking goal and you know if you've had a great walking day or a lower walking day without even monitoring your time. You can choose to continue to track your walking time daily or maybe just once or twice a week to "check-in" with yourself. You have worked up to the following four steps during the past several weeks. Using this plan will help you as you continue to move forward.

- Aim for 5-6 days per week with an exercise walk totaling at least 30-40 minutes.
- Stretch for 3-5 minutes at the end of your exercise walks.
- Strength train 2-3 days per week.
- If you miss a day or two, don't get discouraged — just try to get back to your routine as soon as possible!
- Continue to log walking totals for each day in your Participant Guide and record last week's total walking time at www.walkingworks.com as soon as possible so we can determine the winner!

DAILY WALKING LOG

Week 10	# of Minutes
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	
Weekly Goal:	
Weekly Average:	
Notes:	

TRACK YOUR *WalkingWorks*[®] PROGRESS ONLINE

Step 1:

Log In

Type www.walkingworks.com in your web browser, and the following screen will appear:



Step 2: Sign Up

Click on **Sign Up** and a screen will appear asking if you are participating in WalkingWorks through a special program or your workplace – click **Yes**.

A drop-down menu will appear with a list of groups. Highlight **your Blue Cross and Blue Shield Plan**, followed by **your Employer's name and location**.



Are you participating in WalkingWorks through a special program or your workplace?

Yes No

Step 3:

Complete Registration Form

Continuing on the same screen, fill out the registration form by carefully typing your name, e-mail, password, age group, participation level and work zip code. Click **submit**.



Step 4:

Log Your Progress

This is your page and allows you to log your daily activity, track your personal progress and see how your team is doing against the competition.





CONGRATULATIONS!

Continue tracking your walking progress at www.walkingworks.com.



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