



# *Start Walking!*



Participant Guide  
**Pedometer-based  
walking program**





A physical activity program from Blue Cross and Blue Shield

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We hope you will begin walking for fun and exercise by participating in **WalkingWorks!**

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

## The Challenge

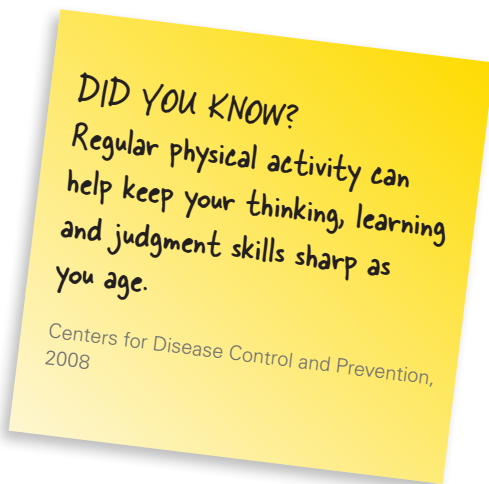
During the program, you will walk to get your daily dose of physical activity. Here's how it works:

The goal is for your 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.

As a participant in *WalkingWorks*, you can track your daily number of steps walked in the log pages that start on page 14 of this guide. At the end of the week, or as often as you would like, calculate your total steps and record them at [www.walkingworks.com](http://www.walkingworks.com) (please see page 8 for sign-up instructions). This helps you track your progress and helps your team reach their goal.

Individuals with disabilities may participate by logging time spent performing other physical activity (on the log, you may choose to record the number of minutes performing the activity).

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



## Getting Started

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

### Baseline

Track the total number of steps walked during Week 1 to 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 steps walked (including any other physical activity) in your log.

Week 3	# of Steps
Sunday	100
Monday	230
Tuesday	150
Wednesday	300
Thursday	90
Friday	525
Saturday	100
<b>Total</b>	<b>1495</b>
Weekly Goal:	1800
Weekly Average:	1650
Notes:	Started walking at lunch this week. Add 500 steps to each walk next week.

### Build

At the end of each two-week period, increase your daily goal by 10 minutes. If you have difficulty reaching your goal, walk at the same level until you build enough endurance to step up your daily goal.

## Find Your Target Heart Rate

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

### Finding your THR zone

1. Take your resting heart rate (RHR): check your pulse for 30 seconds and multiply by two. It’s best to do this before you get out of bed.
2. Determine your maximum heart rate (MHR) by subtracting your age from 220.

#### Fill in your THR zone:

Resting Heart Rate (RHR) = \_\_\_\_\_

Maximum Heart Rate (MHR) [220 minus your age] = \_\_\_\_\_

(MHR \_\_\_\_\_ - RHR \_\_\_\_\_) x 0.6 + RHR \_\_\_\_\_ = \_\_\_\_\_ beats per minute

(MHR \_\_\_\_\_ - RHR \_\_\_\_\_) x 0.8 + RHR \_\_\_\_\_ = \_\_\_\_\_ beats per minute

THR zone: \_\_\_\_\_ - \_\_\_\_\_ beats per minutes OR \_\_\_\_\_ - \_\_\_\_\_ beats per second

**Formula: (MHR – RHR) x 60% to 80% + RHR = 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, increase your intensity by walking faster or walking uphill. If your pulse is above your THR zone, take your intensity down a bit. Stop for an intensity check 1-2 times per walk.

## Choose Your Shoes

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

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 you are starting a walking program and ask them to examine your feet and walking style to 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, so 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.”

**DID YOU KNOW?**  
Regular physical activity reduces the risk for many diseases, helps control weight and strengthens muscles, bones and joints.

Centers for Disease Control and Prevention, 2008

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!

# 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 a 90-degree angle, 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 at least 30 minutes a day on five or more days a week produces the best, long-term health benefits for most individuals.

President's Council on Physical Fitness and Sports

# Stretching

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 backward arm circle and then a 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 (make sure it stays above your left ankle) keep your right heel on the ground and 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 toward the ground; shift your buttocks and hips forward. Hold 15-30 seconds; switch sides.



## Quadricep stretch.

Stand up straight and hold onto a wall 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 keeps the foot in place. Hold 15 to 30 seconds; switch sides.

# Track Your Progress

A key element of **WalkingWorks®** is to track your progress online as often as possible.

At the end of each day, write down your total number of steps walked in the log that begins on page 14. Once a week, or as often as you would like, record your information online at [www.walkingworks.com](http://www.walkingworks.com).

Instructions and features for the online tracking tool start on page 10.

## Registering for WalkingWorks

### 1. Sign Up

If you do not have an individual **WalkingWorks** account, click **“Sign Up”** to register. Enter the required information on the registration page and click **“Submit”** to reach your personal home page.

### 2. Sign In

The e-mail address you entered upon registration serves as your login for **WalkingWorks**. Enter your e-mail address here, along with the password you originally selected.

### 3. Forgot Password?

Use this function to reset your password. Click the link and then enter your e-mail address. You will receive an e-mail with a link to reset your password.

### 4. Help

If you need assistance with registering for **WalkingWorks**, please contact your program facilitator. If you do not know who your program facilitator is, please click here and let us know. We will do our best to put you in touch with your appropriate program facilitator.



# Online Tracking Tool Features

## 1. Calculate Your BMI

Use this tool to calculate your Body Mass Index (BMI), a number determined by individual height and weight. BMI is a reliable indicator used to screen for weight categories that could potentially lead to health problems. It is helpful to calculate your BMI before starting a walking program so you can select the appropriate level of difficulty, as well as set healthy goals.

## 2. Enter Your Daily Progress

Enter your walking progress here. You must select a date and either a duration or distance for an entry to be accepted. Duration can be entered in minutes or hours, and distance can be entered in miles or steps. You can log entries that occurred in the past, and also have the option to insert a note with each entry.

Entries in this section will be reflected in the various online charts based on the date and duration or distance entered.

## 3. Printable Charts

You can select "Printable Charts" to open a printer-friendly page with all of the charts available on your personal online tracking page.

## 4. Weekly Progress

You can view your progress organized by week. Select a week and click "Go" to view the entries for the selected week. You also can edit or delete past entries here.

## 5. Current Week Chart

Use this chart to view your walking progress for the current week.

## 6. Goal Report

This tool sets a goal for each participant based on the Participation Level you select when registering for **WalkingWorks**. Each week, you can view your progress toward your goal.

## 7. Previous Weeks' Progress

You can view your walking progress for the three previous weeks.

The screenshot shows the WalkingWorks website interface. The top navigation bar includes "My Activity Log", "Walking Resources", "Edit Profile", and "Log Out". The main content area is titled "Welcome back, John Doe!" and contains several sections:

- Printable Charts:** A link to view printable versions of the charts.
- Weekly Progress:** A table showing walking progress for the week of 10/26/2008. The table has columns for Date, Miles, Time, Notes, Edit, and Delete. The data is as follows:

Date	Miles	Time	Notes	Edit	Delete
10-27-08	1.33	20	Walk at lunch to bank	Edit	Delete
10-28-08	1.67	25	treadmill at gym	Edit	Delete
10-29-08	1.00	15	nature trail walk	Edit	Delete
10-30-08	1.33	20	bus station to office	Edit	Delete
10-30-08	1.00	15	walk at lunch in park	Edit	Delete
- My Activity Log:** A section for logging daily walking progress, including a link to "Calculate Your Body Mass Index (BMI)".
- Enter Your Daily Progress:** A form with fields for Date, Duration (Minutes/Steps), and Distance, along with a "My Wellness Journal" text area and an "ENTER" button.
- Current Week Chart:** A bar chart showing walking progress for the current week (Mon, Tue, Wed, Thu) with values of 1.33, 1.67, 1.00, and 2.33 miles respectively.
- Goal Report:** A chart showing the total miles walked compared to a goal of 1 mile.
- Previous Weeks' Progress:** A horizontal bar chart showing walking progress for the previous three weeks: 3 Weeks Ago (10/19) at 6.83 miles, 2 Weeks Ago (10/26) at 6.67 miles, and This Week (11/2) at 10.67 miles.
- Monthly Chart:** A section for viewing monthly progress.

Numbered callouts (1-7) highlight the following features:

1. Calculate Your Body Mass Index (BMI) link.
2. Enter Your Daily Progress form.
3. Printable Charts link.
4. Weekly Progress table.
5. Current Week Chart.
6. Goal Report.
7. Previous Weeks' Progress chart.

Continuation of Web page on page 13...

## 8. Monthly Chart

Use this chart to see your monthly progress for up to one year.

## 9. Your Team Progress (for competitive challenges only)

You can view your team's total progress relative to the other teams participating in the same walking competition.

## 10. Where is Your Group? (for competitive challenges only)

Use this tool to see where your team is located in a virtual walk across the United States. The route begins in Washington, D.C., and ends in San Francisco.

## 11. My Activity Log

Selecting this tab will direct your computer's browser to the home page of the online tracking tool.

## 12. Walking Resources

View resources that could be helpful during your walking program.

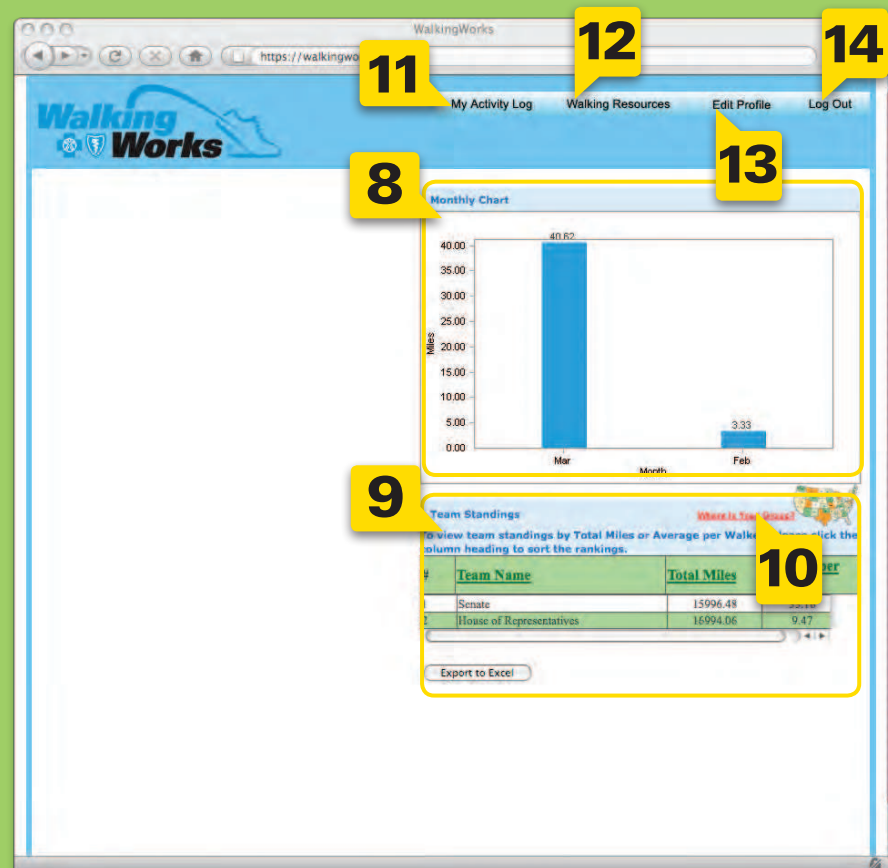
## 13. Edit Profile

Edit select information you entered on the registration page when you first signed up for **WalkingWorks**. Click the "Reset Password" link if you would like to choose a new password for your individual account.

Please note: if you are participating in a competitive challenge you can not change the name of the Plan or Group you originally selected during registration. If you can not locate your correct program or team name in the options available, please contact your program facilitator.

## 14. Log Out

Choose this tab to log out of your **WalkingWorks** account.





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

The first week of the program is simple—just track the number of steps you walk during the week to establish your baseline daily walking time average. It is important that you try to not do anything different in your daily routine than you normally would this week. At the end of each day, write down the total number of steps in the Week 1 log below.

Remember to log your steps on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 1</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

## 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 step total on the online tracking tool at [www.walkingworks.com](http://www.walkingworks.com). You should do this each Monday so that your progress is recorded.

Figure out the average number of steps you walked each day during Week 1. Increase this average by 10%–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 4,500 steps and you want to increase this by 20% or 900 steps, your Week 2 daily walking goal is 5,400 steps.

Look for ways to reach this goal every day. Try to monitor and track your number of steps 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!

Remember to log your steps on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 2</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

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 number of steps you took per day for Week 2. If you reached your daily walking goal on **three or more days**, increase your Week 2 average 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 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 log how many steps you walked.

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!

Remember to log your step on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 3</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

You have completed three weeks of the **WalkingWorks** Challenge! Keep up the great work as you move into Week 4.

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 take 10,000 steps per day

**Level 2:** If improved health and weight loss are your goals, your ultimate goal is to take 12,000 to 15,000 steps per day

**Level 3:** If improved health, weight loss and increased fitness are your goals, 3,000 to 6,000 of your 12,000 to 15,000 steps per day need to be within your Target Heart Rate zone.

**NEW THIS WEEK!** Increase your walk for exercise to four days and add an additional 250 steps each day.

Remember to log your steps on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 4</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

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 number of steps you took 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 step average 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 five minutes per day to your walk. Don't forget that it is okay to break this time up into smaller walks throughout your day.

Remember to log your step on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 5</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

Week 6 is a great week to review your goals and reflect on how far you have come since day one.

Even if you haven't reached your walking goal every day, you have definitely made improvements. Every single step counts toward a healthier you!

Figure out the average number of steps you took 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."

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

Remember to log your step on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 6</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

Figure out the number of steps you took per day for Week 6.

You know your ultimate walking goal. If you can, 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 progress [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 7</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

Seven weeks down, three to go — welcome to Week 8! This week we will “pump” up our walking routine and boost our metabolism. Keep up the great work!

You know your ultimate walking goal. If you can, keep your goal for Week 8 on that ultimate walking 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.

Remember to log your steps on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 8</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

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

You know your ultimate walking goal. If you can, 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.

Continue to log walking totals for each day in your Participant Guide and record last week's steps on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 9</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	

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

Choose your walking goal for Week 10 and, as always, add more 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 number of steps. You can choose to continue to track your number of steps daily or maybe just once or twice a week to "check-in" with yourself.

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.

If you miss a day or two, don't get discouraged—just try to get back to your routine as soon as possible!

Remember to log your steps on [www.walkingworks.com](http://www.walkingworks.com).

<b>Week 10</b>	<b># of Steps</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
<b>Total</b>	
Weekly Goal:	
Weekly Average:	
Notes:	



Congratulations on completing the **WalkingWorks**<sup>®</sup>  
Challenge and taking steps toward a healthier you!

Feel free to continue logging your walking progress on [www.walkingworks.com](http://www.walkingworks.com)



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