



Jumpstart Guide™

Your personal guide to better health
through the Gruve Solution™



www.gruve.com

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Introduction

Welcome to the Gruve Solution. The Gruve Solution is an activity-based wellness approach built around the concept of non-exercise activity thermogenesis (NEAT). This is not a diet or exercise program. Instead, it is part of a lifestyle based upon regular activity and healthy eating. You are about to embark on a journey toward personal wellness, increased activity, and weight management—and Gruve® is there to assist you with every step you take.

Using real-time feedback from your Gruve and Gruve Online™, you can easily chart your progress and make small changes that will have big results on your weight loss or management goals. In this 12-week Gruve Jumpstart Guide, you will find tips on how to add activity to your life, how to eat healthfully without restricting yourself, and how to sustain your healthier lifestyle.

Keep in mind as you progress through the Gruve Jumpstart Guide that health and wellness are journeys, not destinations. Our intent is to get you started on your journey as you strive toward sustainable and life-long healthy living.

Keep active!

Jumpstart Week 1

- > It's all about activity
- > How to use Gruve and Gruve Online
- > Your wellness vision
- > What is your daily mantra?

It's all about activity

The Gruve Solution focuses on increasing physical activity and caloric expenditure. For some, expending calories means a trip to the fitness center, a run with the dog, or a weekend hike. We encourage you to continue with any exercise program you may be on. Whether you go to the gym or not, however, moderate, sustained activity throughout your day is the key to staying fit and reaching your weight loss or management goals.

A consistent caloric burn throughout the day is crucial for sustainable health and wellness. This type of slow caloric burn is called non-exercise activity thermogenesis (NEAT). NEAT is climbing the stairs instead of taking the escalator. NEAT is house work, gardening, and playing with the kids. NEAT is the energy we burn by simple everyday living—it is all the movements we make throughout the day.

Walking is the easiest way to increase your NEAT. With 30 to 45 minutes of accumulated easy walking, you burn an extra 100 to 200 calories a day. If you do that daily for a year, it adds up to a loss of several pounds—without going to a fitness center or breaking a sweat.

As you progress through the Gruve Solution, you will accumulate about two hours of NEAT per day. This isn't as challenging as it sounds, and you will not have to work up a big sweat doing it. All you need to do is find ways to add activity to your day, and ideas for NEAT can be found in Gruve Online, the on-demand webinars, and this Jumpstart Guide.

How to use Gruve and Gruve Online

This portion of the Gruve Jumpstart Guide explains how to use the Gruve and Gruve Online. You wear the Gruve at your waist level, most likely attached to your belt. Most people don't even notice it. To view your daily activity patterns, simply synchronize your Gruve to Gruve Online using a micro-USB connection. A micro-USB cable comes with your Gruve. At Gruve Online, you can monitor your daily activity patterns and caloric burn, and track your weight loss or management progress.



Gruve functions

- > Press the Halo light bar once to illuminate your color status and check your progress towards your Green Goal.
- > Gruve will vibrate if you have been sedentary for too long and you're approaching your Energy Conservation Point (ECP). The vibration timing varies depending on your age, gender, weight, and activity level. It usually occurs between 45 and 120 minutes of no activity. Sustained activity of a few minutes prevents the Gruve from buzzing.

Gruve color code	Percentage of caloric expenditure goal
Red	0-25%
Orange	26-50%
Yellow	51-75%
Blue	76-99%
Green	100%

Halo light bar transitions from red to orange, yellow, blue, and



Integral waist

USB port cover

The Gruve is most accurate with weight-bearing activities such as walking, running, and ball games. If you are cycling, it is best to wear the Gruve at ankle level. The Gruve will not measure caloric burn with a weight training exercise, such as the bench press. Please be aware that the **Gruve is not waterproof** and should not be worn during swimming or other water activities.

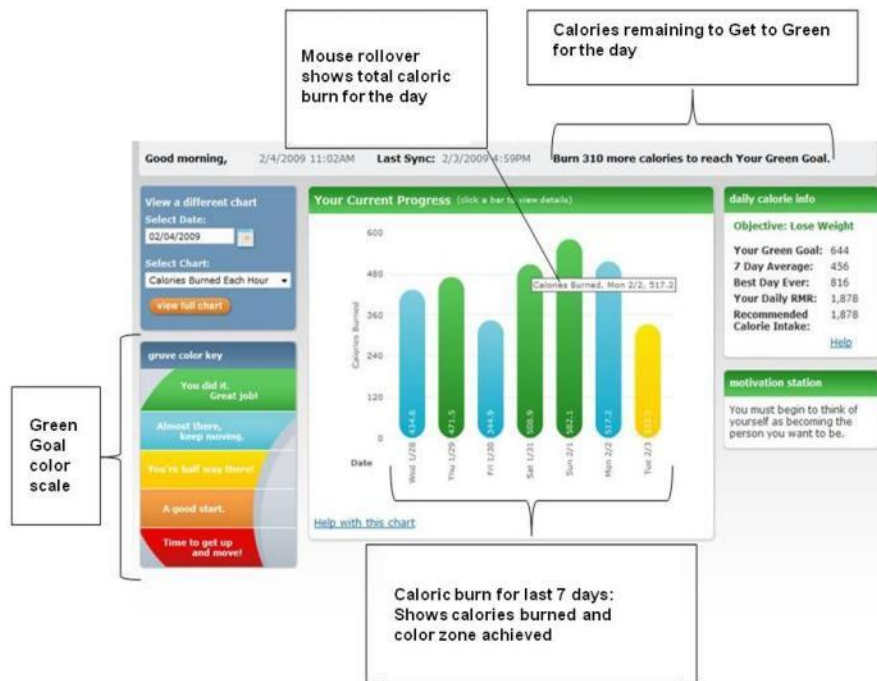
Assessment week: Determining your current daily caloric burn

Try not to alter your behavior too much during your first week so that the system can get an accurate picture of your current activity level. During the assessment week, the Halo on your Gruve and your charts on Gruve Online will be green. After the assessment week is completed, the Halo and graphs will change color according to your personal activity level and caloric burn goal. Your caloric burn goal, or Green Goal, is a function of your Resting Metabolic Rate (RMR) and your Physical Activity Level (PAL). This will be explained further in Week 2.

Gruve Online

When you plug the Gruve into your computer's USB port, the syncing process occurs automatically. Gruve Online will automatically open and you will need to log-in using your email address and password. Your Gruve Online homepage will look similar to the one shown below. The following sections explain different areas of Gruve Online.

Homepage: Last 7 days of progress

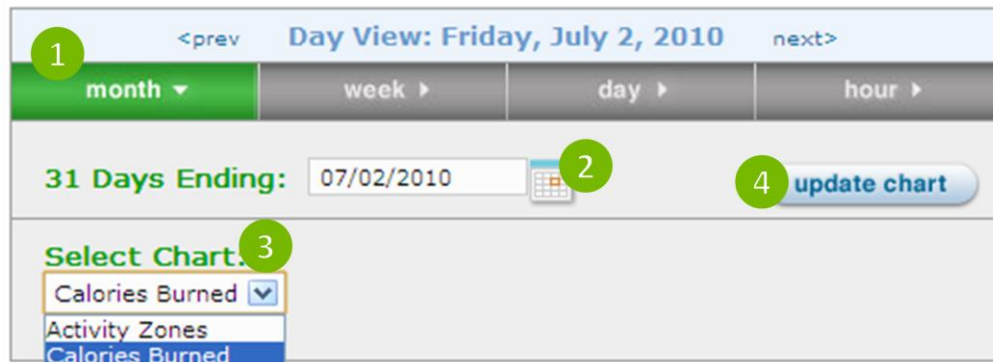


How to get here: Page opens upon log-in.

Key features:

- Shows total daily caloric burn, above your RMR, for last 7 days. Also shows color zone you achieved for each day.
- Color of bars represents progress towards goal. Green = Goal achieved!
- The chart for the most recent day shows the color you reached at the time of your last sync. For example, if you sync your Gruve at 11:00 AM and you have reached orange at that time, your chart will show orange. At 9:00 PM you may have reached green, but your chart will continue to show orange until you sync your Gruve.
- If you click on one of the day bars, you will see "Calories Burned Each Hour" for that day.
- Use the blue chart control function to the left of this chart to view a different time period or chart focus.

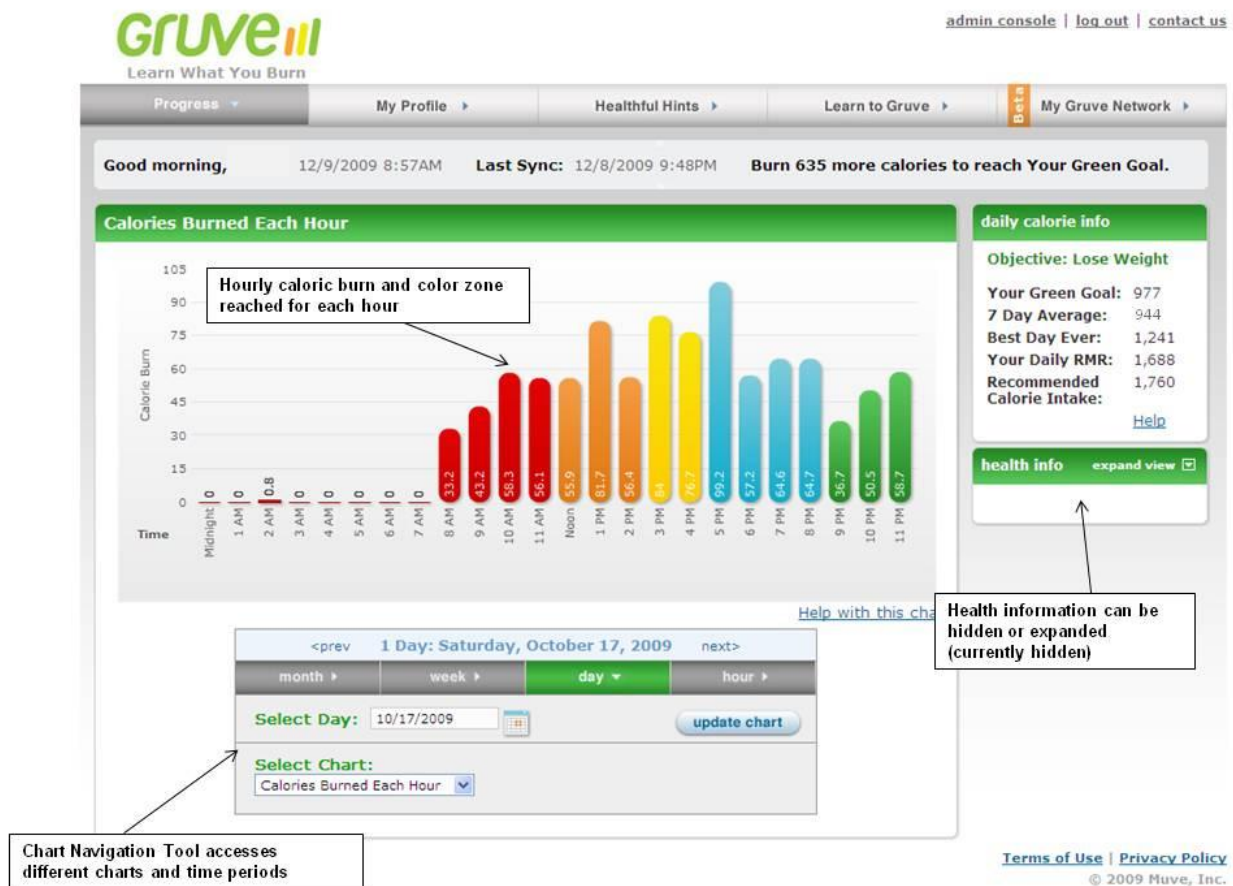
Using the Chart Navigation Tool



The Chart Navigation Tool, located at the bottom of every chart page, allows you to quickly and easily navigate to different a different chart and/or time period. The numbers in front of each description below correspond to the numbers in the picture above.

1. First, click on one of the gray time intervals at the top to display a drop down menu for the month, week, day, or hour of your choice. The selected time interval will turn green and display different fields of information.
2. Once your preferred time interval is selected, choose the period you would like to view using the calendar.
3. Use the "Select Chart" option to choose the information you would like to view. You may see the following options depending on whether you choose month, week, day, or hour:
 - > Activity Zones: Number of hours spent in each activity zone daily during a period of 7 or 31 days.
 - > Cumulative Calories Burned: Cumulative number of calories burned over the course of one day, as shown in hourly increments.
 - > Calories Burned: Number of calories burned daily over a period of 7 or 31 days.
 - > Calories Burned Each Hour: Total number of calories burned in a given hour.
4. To view your selections, click the "Update Chart" button.

Calories Burned Each Hour

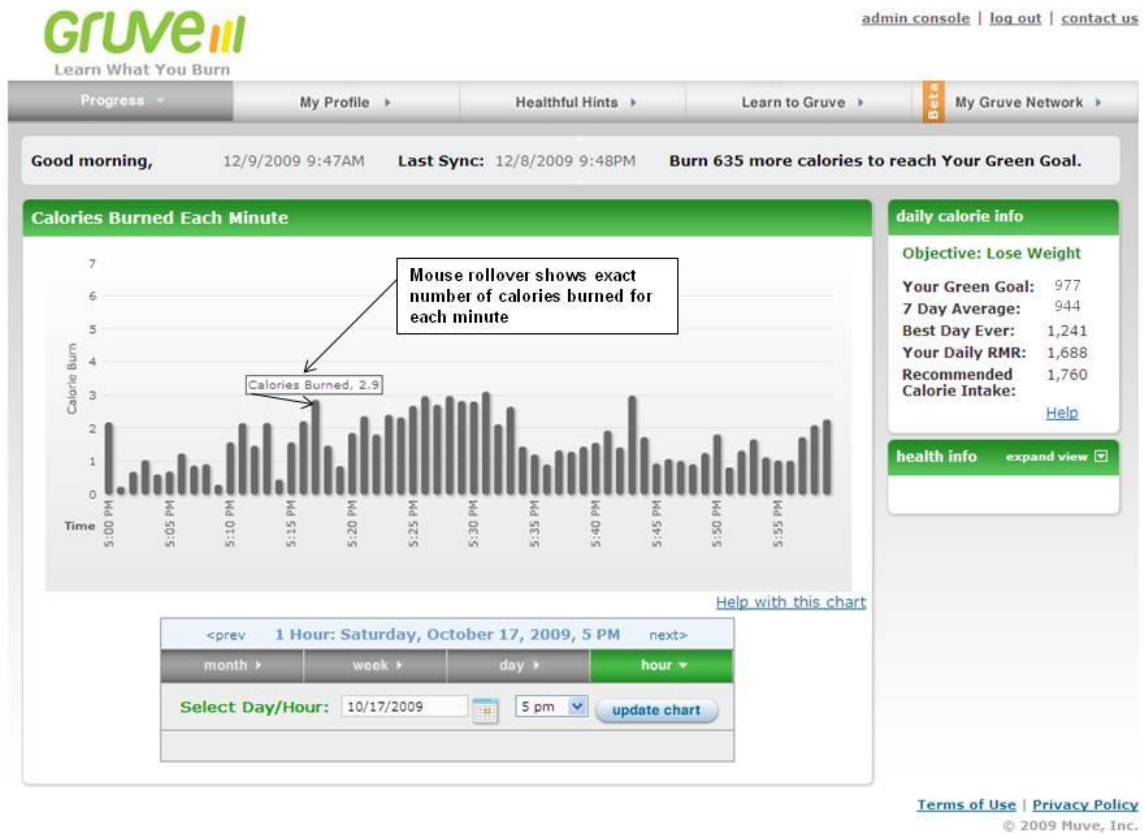


How to get here: Click on a day bar from the homepage, or use the Chart Navigation Tool at the bottom of the page.

Key features:

- > Shows total number of calories burned during each hour of a particular day.
- > Roll over a bar to see total number of calories burned during that hour.
- > The colors of each bar correspond to the zone you were in during that hour of the day. For example, the 3:00 PM bar above is blue, meaning at 3:00 PM you were in the yellow zone. This does not necessarily mean that you had a “yellow hour.”
- > If you reached your Green Goal for the day, the bars will turn green at the hour you hit your goal.
- > If you click on one of the hour bars, you will see “Calories Burned Each Minute” for that hour.

Calories Burned Each Minute



How to get here: Click on an hour bar from the “Calories Burned Each Hour” view, or use the Chart Navigation Tool.

Key features:

- Shows total number of calories burned during each minute of a particular hour.
- This information is useful in determining your caloric burn during short bursts of activity, such as climbing a flight of stairs.

Cumulative Daily Caloric Burn

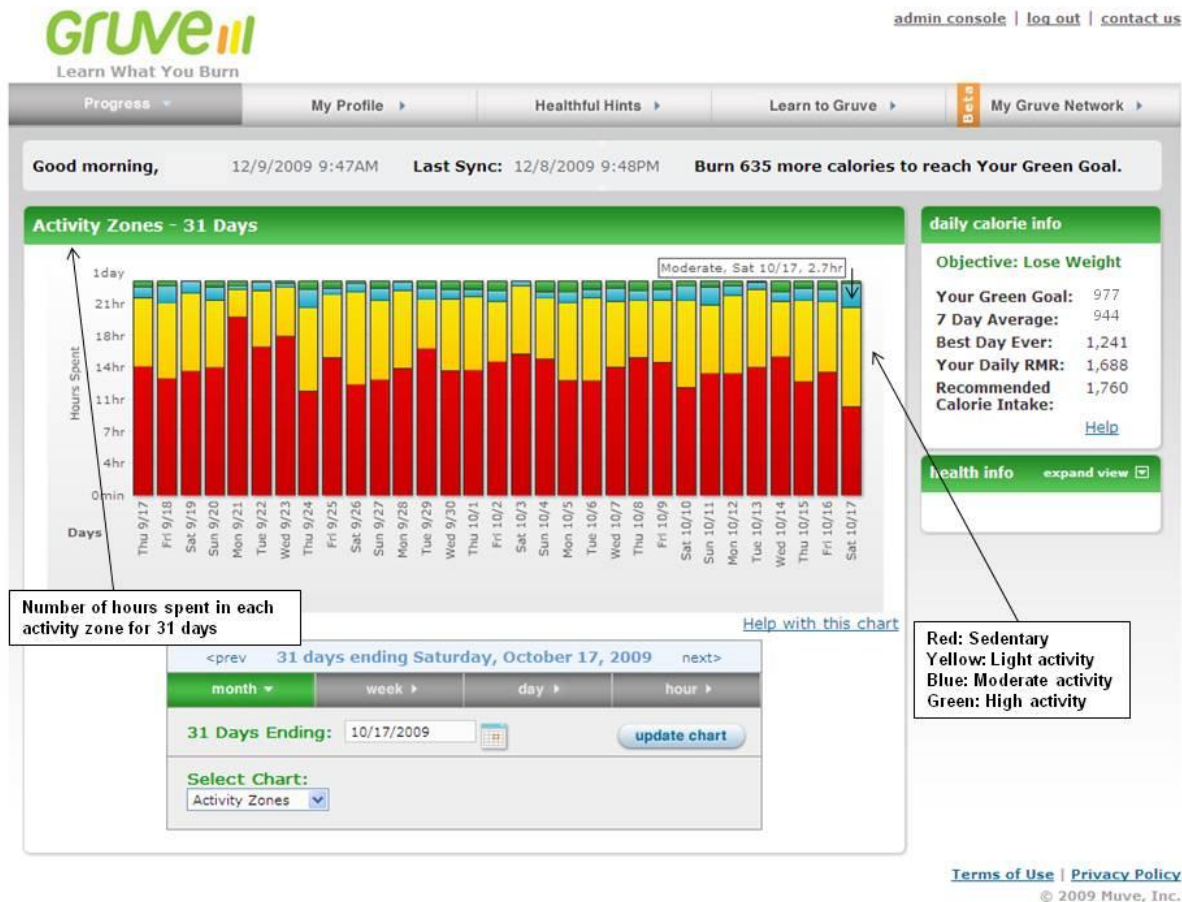


How to get here: Select “Cumulative Calories Burned” from the Chart Navigation Tool.

Key features:

- Shows the cumulative number of calories burned over the course of one day in hourly increments.
- The colors of each bar correspond to the zone you were in during that hour of the day. For example, the 1:00 PM bar above is orange, meaning at 1:00 PM you were in the Orange zone. This does not necessarily mean that you had an “Orange hour.”
- If you click on one of the hour bars in the chart, you will see “Calories Burned Each Minute” for that hour.

Monthly Activity Zones



How to get here: Select "Activity Zones" from the Chart Navigation Tool.

Key features:

- Shows the number of hours spent in each activity zone daily during a period of 31 days.
- The colors represent different activity zones:
 - Red = Sedentary
 - Yellow = Light activity
 - Blue = Moderate activity
 - Green = High activity
- Roll over each of the colored sections in a particular hour to see how many minutes were spent in each of the activity zones during that hour. For example, the bar for 10/17 shows that 2.7 hours were spent in the moderate activity zone (Blue).
- Week or Month Activity Zone charts show number of hours spent in each activity zone during each day of the time period.

Your wellness vision

A wellness vision is an over-arching image of yourself functioning at your best and living life to the fullest. It is positive, concise, concrete, and realistic. Examples include “I want to be able to dance until the band goes home” and “I want to build and live in my cabin up north.” Write down your wellness vision in one or two sentences.

It’s time to make your wellness vision a reality, and this means creating time for NEAT. Remember, the goal of the Gruve Solution is to achieve and sustain two hours of accumulated NEAT every day.

What is your daily mantra?

How do you want to feel each day? Research shows that if you hear or see a positive message first thing in the morning, you will feel better about yourself and manage your stress better throughout the day. Try to start each morning with a positive thought. Create one-sentence positive mantras that you can post in conspicuous spots, such as your mirror or computer screen saver. They will remind you to remain positive about your NEAT life.

Mantras could include:

- > “Today I will make healthy choices.”
- > “Today I am in control.”
- > “I feel healthy. I feel happy.”

Write down your mantra(s) in the space below.

Jumpstart Week 2

- > Setting your Green Goal
- > Wellness goals
- > Tracking forms for wellness goals

Setting your Green Goal

Now that you have worn your Gruve for a week, Gruve Online will automatically set your Caloric Burn Goal, or Green Goal, based on your current activity patterns. Your Green Goal is the number of calories you need to burn every day, above your RMR, in order to reach your weight loss or management objective. The Green Goal will gradually increase as you gain momentum in the program. The system analyzes your progress every week and, if you've hit green more than 8 out of the last 14 days, your Green Goal will automatically increase. If not, it will stay the same.

If your goal seems too high or too low, you can work with a Gruve Coach to adjust it. Contact us at www.customercare@muve.me.

It may be helpful for you to understand your Physical Activity Level (PAL) multiplier, which is used to calculate your Green Goal. PAL is a way to express your daily physical activity as a number. This number is determined from your daily energy expenditure and RMR:

Your 7-day average + RMR = Your total average daily energy expenditure

Total average daily energy expenditure / RMR = PAL

The following table shows PAL numbers indicative of different lifestyles. Once you know your PAL Level, look at the chart below to determine what category applies to you:

Sedentary	1.2-1.4
Light activity	1.5-1.6
Level to avoid weight gain or obesity	1.75
Moderate activity: standing job with some walking	1.7-1.9
High activity: walking job	2.0-2.1
Extremely high activity: active job, sports	2.2+

Wellness goals

Your wellness goals are another component of your wellness vision. To begin, choose the three wellness goals that you are most ready to address and accomplish. You may want to consider your biometrics, including blood pressure, cholesterol, joint conditions, etc., while planning your wellness goals.

Examples of wellness goals:

- > Find time to increase my NEAT
- > Lower my cholesterol
- > Balance work and personal life

When creating a wellness goal, it helps to word it as a positive statement. Instead of phrasing it as “I want to lose 10 pounds,” say “I want to reduce my weight by 10 pounds so I can walk around the block next spring without getting winded.”

We use the M.A.P. approach for the wellness goals (used with permission from the Wellness Mapping 360° Model©, Real Balance Global Wellness Services.) Each wellness goal should be:

- > **Measurable:** How do I know when I am successful?
- > **Attainable:** Can I realistically achieve what I want with this wellness goal?
- > **Passion:** Do I have sufficient motivation to achieve this goal?

For each wellness goal, ask yourself the following questions and write down your answers:

What do you want? Write down your desires for this wellness goal.

Where are you at today? This is your current status for the wellness goal. Here you can consider information from your health screenings and biometrics, such as percentage lean body mass, cholesterol levels and blood glucose levels. If you have that information, enter it in the table below.

Weight	% lean body mass	% body fat	Total cholesterol	HDL cholesterol	LDL cholesterol	Triglycerides	Blood glucose

Where do you want to go? What would you like the numbers listed in #2 to look like in the future? List specific numbers. You may want to work with your health care provider to set these goals.

Weight	% lean body mass	% body fat	Total cholesterol	HDL cholesterol	LDL cholesterol	Triglycerides	Blood glucose

What motivates you to be active? Some people are motivated by the number on the scale or the way they look in the mirror. Others consider long-term benefits of activity, like “I don’t want my joints to hurt at the end of the workday” or “I really need to lower my blood pressure.”

List the specific steps and strategies that will allow you to attain your health goals.

What are some of the obstacles that may block you path to achieving you health goals?

What are some of the ways to overcome these barriers? For example, “When I am under a work deadline, I will take a shorter walking break, but I won’t skip it.”

Who will support you?

Tracking forms for wellness goals

Use the tracking forms below to help chart your success. Concentrate on one wellness goal at a time. Examples are provided in the first table. The more specific and concrete you are, the easier it will be to achieve a sustainable, healthy lifestyle.

Date: _____

Sample wellness goal: Taking walking breaks

Steps to success	1. Walk before breakfast
	2. Walk during lunch
	3. Walk after dinner
Indicators of success	1. More energy
	2. Weight loss
	3. Inches off waist
Support system	Spouse
Time/due date	Anniversary
Accomplishment award	Buy some flowers

Wellness goal #1: _____

Steps to success	1.
	2.
	3.
Indicators of success	1.
	2.
	3.
Support system	
Time/due date	
Accomplishment award	

Wellness goal #2: _____

Steps to success	1.
	2.
	3.
Indicators of success	1.
	2.
	3.
Support system	
Time/due date	
Accomplishment award	

Wellness goal # 3: _____

Steps to success	1.
	2.
	3.
Indicators of success	1.
	2.
	3.
Support system	
Time/due date	
Accomplishment award	

Jumpstart Week 3

- > Nutrition Guidelines for the Gruve Solution
- > The Gruve Nutrition Pyramid
- > Know what you are eating
- > Readiness for change
- > Weekly NEAT tracking

Nutrition Guidelines for the Gruve Solution

Now that you have created your wellness vision and wellness goals, we can establish healthy nutrition guidelines. The following eating guidelines will help you manage your weight and increase your energy.

Eat breakfast every day

Breakfast is the most important meal of the day because it kickstarts your metabolism and increases your energy. Research shows that skipping breakfast has a direct connection to weight gain. Be sure to eat fruit with your breakfast. Fruit has energy-boosting natural sugars and antioxidants that fight disease.

Remember: “Eat breakfast like a king, lunch like a prince, and dinner like a pauper.”

Snacking

Your snacks should be fruits, such as an apple or orange. And don't forget to drink water throughout the day!

Include a fruit or vegetable with lunch and dinner

Fruits and vegetables provide essential nutrients and fiber. In addition, fruits and vegetables are low-energy fuel sources that are high in food volume.

Choose a fat-free day

Choose one day a week when you do not to eat fatty foods. These include cookies, cakes, fried foods, and other unhealthy fats. This does not include fatty fish like salmon. Be particularly careful when eating in restaurants or traveling, paying extra attention to over-large portion sizes. Also, make wise food choices during social events like happy hour. Try a shrimp cocktail instead of onion rings.

Choose a no fast food day

The fast food habit can be hard to break, especially if it is a way of life or something you do consistently when traveling. These meals are usually high in calories, high in sodium, and nutritionally sparse. Because they are convenience foods, you expend virtually no calories making food that is bursting with energy. This energy has to go somewhere, and it will likely go straight into storage as fat. Fast food is not part of the Gruve Solution. By designating one day a week as fast food free, you will need to explore other food options. Once you do, you'll find that the alternatives are tastier and leave you feeling healthier and more energized.

No eating in the car

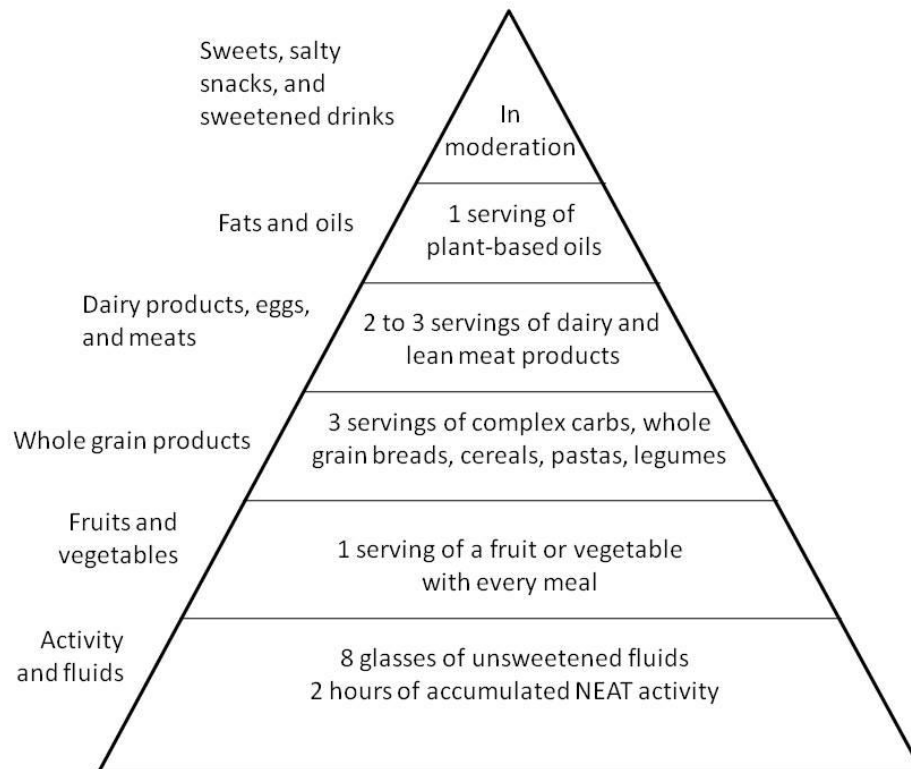
Very few healthy foods are eaten behind the steering wheel. Foods ordered from the drive-through window of a fast food restaurant, for example, are high in sodium and fat. Also, you do not fully digest food on the run. If you do snack behind the wheel, plan ahead with grapes or sliced carrots.

Cook something on the weekend

Saturday is the perfect day to visit the local farmers market or grocery store to stock up on food to cook both for the weekend and the work week. You can take this opportunity to prepare meals to freeze in portable containers for lunch at work. Preparing and cooking a meal is also a great NEAT activity. It's like the old expression: "When you chop your own wood, you heat yourself twice!"

The Gruve Nutrition Pyramid

We've all heard of the Food Pyramid, which is commonly used to summarize healthy food choices. Now that we have discussed NEAT activities and nutrition guidelines for the Gruve Solution, let's look at the Gruve Nutrition Pyramid. The Gruve Nutrition Pyramid takes into account healthy eating choices and an accumulated two hours of non-exercise activity. These recommendations should be followed on a daily basis. At the foundation of the pyramid is two hours of activity and drinking about 8, 8 oz glasses of unsweetened fluids. To the left of the pyramid are the foods that are included in each level. The information inside the pyramid contains the recommended amount of each food.



Know what you are eating

Foods consist of carbohydrates, protein, fats, and fiber.

Carbohydrates

Carbohydrates are your body's main energy source. They contain about four calories per gram. Complex carbohydrates include legumes, grains, and starchy vegetables, such as potatoes, peas and corn. Simple carbohydrates are found primarily in fruits and milk, as well as foods

made with sugar, such as candies. Try to consume 45 to 65 percent of your daily calories from carbohydrates.

Protein

Protein is essential to human life. Your skin, bones, muscles, and organ tissues all contain protein. It's found in your blood, hormones, and enzymes. There are about four calories per gram of protein. Protein comes from both animal and plant sources. Poultry, seafood, meat, dairy products, nuts, and seeds are the richest sources of protein. Between 10 and 35 percent of your total daily calories should come from protein.

Fat

Fat is a concentrated energy source that provides over twice as many calories per gram (nine) as carbohydrates (four) or protein (four). Fats are important because they help your body absorb essential vitamins and maintain the structure and function of cell membranes. Be careful, however, because too much of certain types of fat, such as saturated fat and trans fats, can increase your blood cholesterol levels and your risk of coronary artery disease and other cardiovascular diseases, such as strokes. Limit fat intake to 20 to 35 percent of your daily calories.

Fiber

Fiber is the part of plant foods that your body doesn't digest. There are two basic types of fiber: soluble and insoluble. Soluble fiber helps improve your cholesterol and blood sugar levels. Oats, dried beans, and some fruits, such as apples and oranges, are good sources of soluble fiber. Insoluble fiber adds bulk to your food and aids in the digestion process. Vegetables, wheat bran, and other whole grains are good sources of insoluble fiber. Women need 21 to 25 grams of fiber daily, and men need 30 to 38 grams of fiber daily.

Readiness for change

The following exercise will help you identify your readiness to pursue your wellness goals. The numbers below correspond to the following stages of change:

- > 1 = Pre-contemplation: no interest in changing
- > 2 = Contemplation: considering a change
- > 3 = Preparation: have not changed but planning to change
- > 4 = Action: in the process of changing
- > 5 = Maintenance: change is completed and now maintaining the new lifestyle

In each category below, circle the number that best describes your current situation.

Weight

1. I am not overweight or, if I am, I am not looking at losing weight at this time.
2. Weight has been a problem for some time and I am considering ways to lose weight in the next 6 months.
3. I am seriously planning on beginning a weight loss program in the next 30 days, and I have made at least one attempt to do so in the last year.
4. I am currently in a weight loss program and I am losing weight.
5. I used to have a weight problem, but I have lost the weight and kept it off.

Physical activity (NEAT)

1. I am not physically active right now, and I do not intend to become physically active in the next 6 months.
2. I am not physically active right now, but I am thinking about becoming physically active in the next 6 months.
3. I am physically active right now, but not on a regular basis.
4. I am physically active regularly, but I have only started within the last six months.
5. I am physically active regularly and I have been for longer than six months.

Nutrition & diet

1. I am not changing my diet, and I do not intend to change it.
2. I have not changed my diet, but I intend to change it.
3. I am making some changes, but not fully, though I intend to change fully.
4. I have achieved all of my diet changes consistently within the last six months.
5. I am maintaining all diet changes for longer than six months.

Cholesterol-related diet

1. I am not changing my eating habits to lower my cholesterol, or I do not need to change them.
2. I have not changed my eating habits to lower my cholesterol but I intend to change them.
3. I am modifying my eating habits to lower my cholesterol, but not fully, though I intend to change them fully.
4. I am currently modifying my eating habits to lower my cholesterol and I have been doing so for the past six months.
5. I have lowered my cholesterol and I have maintained all diet changes for longer than six months.

When you compare the numbers you circled to the numbers for the stages of change, you will have a good understanding of your current readiness to change. As you decide where to make changes, focus first on the goal that you are most ready to change and are, therefore, likely to succeed.

Weekly NEAT tracking

Using the NEAT tracking forms you can see how you are doing with increasing your activity level and following the nutrition guidelines for the Gruve Solution. Tracking will help you stay on track with your weight loss or management goals. Research shows that people who are successful at weight management record their activity levels and food choices, and use that information to make healthy decisions.

Now, you don't *a/ways* need think about how active you are and what you are eating. Simply writing things down is extremely helpful in keeping yourself focused. At the end of each day this week, fill in the box that corresponds to your wellness goals. This includes a quick note on what you eat, your activity level, your caloric expenditure from Gruve Online, and if you achieved your Green Goal. The first NEAT tracking form is on the next page.

Weekly NEAT tracking: Week 3

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	10 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	10 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	10 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 4

- > How many calories are burned with NEAT?
- > Burning calories at work
- > What are your eating patterns?
- > Weekly NEAT tracking

How many calories are burned with NEAT?

This chart will help you decide on the non-exercise activities that best fit your needs and will boost your caloric expenditure. Ideally, you want to do an activity that will burn about 100 to 200 calories an hour. Remember, your goal with the Gruve Solution is to gradually accumulate two hours of NEAT a day.

Non-exercise activity	Approx. calories burned in 60 minutes	
	150 lb. person	200 lb. person
Cleaning (picking up clutter, etc.)	170	228
Cooking dinner	170	228
Grocery shopping	178	210
Ironing	176	210
Laundry	136	182
Painting	238	638
Moving furniture	408	546
Sweeping	272	364
Vacuuming	238	318
Gardening	272	364
Mowing the lawn	374	500
Raking leaves	292	392
Shoveling snow	408	546
Washing the car	204	274
Climbing stairs	544	728
Standing and talking	122	164
Walking (casually)	170	228
Walking (briskly)	238	318
Bicycling (casually)	272	364
Hiking (with backpack)	408	546
Playing a musical instrument	170	228
Watching television	68	92

Burning calories at work

With a busy work schedule, it's not always easy to make time to be more active. So why not take advantage of opportunities to be active while at work? You can easily find ways to burn more calories at work:

- > **Take frequent mini-breaks.** Stretch every 20-30 minutes to break up the hours spent sitting at your desk. Stand up, put your hands on your hips, and bend backwards several times. Pull your chin toward your chest until you feel a stretch along the back of your neck. Shrug your shoulders to relieve upper back tension.
- > **Stand.** You burn more calories standing than sitting. Try a standing desk, or improvise with a high table or counter. If you are in a conference room, try standing during the meeting. Bonus: Activity facilitates creativity.
- > **Conduct walking meetings.** Feel most creative while walking? You're not alone. Try walking meetings or brainstorming sessions. Create a route inside your building or, weather permitting, take your walking meetings outdoors.
- > **Walk or bike to work.** Walking or bicycling to work is a quick way to reach your Green Goal. If you ride the bus, get off a few blocks early and walk the rest of the way.
- > **Try a fitness ball for a chair.** You will improve your balance and tone your core muscles while sitting on a fitness ball. Be aware that your muscles will fatigue on a fitness ball, so it is recommended not to use one for more than 30 minutes.
- > **Try hand weights or resistance bands in your work area.** Do arm curls between meetings or phone calls, or try small hand weights. Resistance bands also offer weight-like resistance.
- > **On the road?** You don't have to put activity on hold while your travel. If you are waiting at the airport, grab your bags and take a brisk walk. Walk to your gate instead of taking the moving walkway. Bring walking shoes and resistance bands with you—these pack easily in a suit case. Consider choosing a hotel that has fitness facilities.
- > **Try a treadmill desk.** A new trend in some offices is the treadmill desk. You can walk slowly and work at your computer at the same time, all-the-while burning calories. You should consult an ergonomist to make sure the desk top, monitor and keyboard are adjusted properly. Researchers estimate that individuals who replace sitting computer work areas with a treadmill desk for two to three hours a day could lose 40 to 60 pounds in a year.

What are your eating patterns?

Being aware of your current eating habits will help you develop healthier eating behaviors. Use the charts beginning on the next page to track three days of your eating patterns. Make note of

when, where, what you were doing, with whom, and why you were eating. Remember to include beverages.

- > **When?** Specific meal time? Social event? Craving following a visual cue, like driving past a drive-through restaurant or seeing an advertisement on TV?
- > **Where?** At work, at home, in the car, at a restaurant, visiting friends and relatives, at a meeting, on-the-run?
- > **What were you doing?** Completely focused on the meal? Reading, talking, watching TV? Multitasking?
- > **With whom?** Friends, kids, family, coworkers? Solo?
- > **Why?** Were you hungry, stressed, tired, anxious, angry? Note that the last four adjectives have nothing to do with true, physical hunger. Evaluate if you had true hunger or if the environment or occasion was conducive to eating or snacking. This is important, because snacking is often done to relieve stress.

Eating patterns tracking

Day 1

Time	Where?	What were you doing?	With whom?	Why?

Day 2

Time	Where?	What were you doing?	With whom?	Why?

Day 3

Time	Where?	What were you doing?	With whom?	Why?

Weekly NEAT tracking: Week 4

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	15 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	15 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	15 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 5

- > Checking your progress
- > What motivates you to be active?
- > Barriers to activity
- > Weekly NEAT tracking

Checking your progress

You've now been on the Gruve Solution for 5 weeks. It's time to take a look at how you are doing. Go back and review your wellness vision, goals, and weekly NEAT tracking forms. Have you made any of your previously sedentary periods more active? Have you held any walking meetings? Have you traded your coffee break for a walk with a coworker or friend?

Review your wellness vision on page 13.

Your current biometrics:

Hip measurement:	
Waist measurement:	
Weight:	
Average total caloric burn:	
Number of green days this month:	
If you have access to a body analyzer**, what is your lean body mass?	

**Body analyzers measure your percentage body fat and lean muscle mass. There are a variety of methods for measuring your lean muscle mass. Ask your doctor or a fitness club if they have access to a body fat analyzer.

What motives you to be active?

Research has shown that successful long-term healthy lifestyle changes occur when an individual is internally motivated to make those changes. Unsuccessful lifestyle changes happen when someone feels forced to change when she or he does not want or is not ready to do so. Look at the chart on the next page to determine whether you are internally motivated or externally motivated to be active. Circle the motivations to be active that are applicable to you.

Externally motivated	Internally motivated
Reduce risk of disease	Feels good
Control or lose weight	Enjoyment
Enhance fitness	Mastery
Future oriented	Present oriented
Required to	Want to
Fear based	It's fun!

Are you internally motivated or externally motivated to be active?

Look back to the section of Week 3 that considers what motivates you to be active. Has your motivation changed? If it has, take a moment to write down what motivates you now to be active and healthy.

Barriers to activity

A busy schedule, anxiety, boredom, fatigue, and/or a lack of support can all be barriers to changing your activity levels. The best way to overcome these hurdles is to identify these challenges and plan accordingly.

Below are some common barriers to activity and practical strategies for overcoming them:

I don't have time

- > **Schedule 3 to 10 minute walks throughout the day.** Shorter bouts of activity—even a 3-minute walk—spaced throughout the day are great NEAT activity.
- > **Get up early.** Too busy during the day? Try a 30 minute walk before breakfast.
- > **Park in the back row of the parking lot.** You can also park a few blocks away from your destination and walk to it.
- > **Take a lunchtime walk.** Keep a pair of walking shoes at your desk, and take a brisk walk during your lunch break.

Remember, the Grube Solution is about building more movement into your everyday life. Taking many, smaller opportunities to be active can be easier than finding one and two hour blocks of time to exercise.

Boredom

Activity does not have to be boring.

- > **Choose activities you enjoy.** If you enjoy what you are doing, you are more likely to do it. Remember, anything that gets you moving helps.
- > **Vary the routine.** Repetition can make activities boring. Rotate among several activities: walk, stand, clean the house, or just play.
- > **Find a buddy.** Enjoy the friendship and encouragement of others during your activity.
- > **Start a walking group.** Find friends or coworkers to go on regular group walks. Plan interesting routes through your workplace or neighborhood.

Fatigue

No energy for activity? It is a proven fact that without activity, you have no energy. A dose of activity will give you a dose of energy!

- > **Add activity to your morning.** Why not get up 30 minutes early and head outside for an early morning walk? Or hop on the treadmill or stationary bicycle while you read the morning newspaper?
- > **Work with your nature, not against it.** Plan physical activity for times of the day when you tend to feel more energized.
- > **Go to bed earlier.** Make sure you get enough sleep. Some research indicates that a well-rested body is more efficient and can lose weight more easily than someone who is sleep deprived.
- > **There's a difference between fatigue and lethargy.** Fatigue is when you are genuinely tired from exertion and need to rest. Lethargy may feel similar, but it is actually eliminated by movement.

Apprehension

If you're nervous about increasing your activity, start off slowly.

- > **Take it slow.** Start by getting up and stretching every 20 minutes. Slowly progress to taking short walks. Add new activities to your routine as you become more confident about your changing lifestyle.
- > **Non-exercise activity is safe.** Since this is slow, low-intensity activity, there are far fewer chances for injury than with exercise.

Support

Remind those close to you of the benefits of non-exercise activity!

- > **Get your kids involved.** Instead of watching from your chair while the kids play, get up and join them.
- > **Talk to your loved ones about your plan.** Ask them to respect your decision to become more active.
- > **Develop new friendships** with people who enjoy physical recreation. Research opportunities in your community to be more active, such as hiking clubs, bicycling clubs, and walking groups. Sustain your lifestyle change by getting other people on board. *Consciously* work to establish a network of support for your NEAT way of living.

The chart below will help you identify your challenges and then develop strategies to overcome them. For each challenge or barrier, try to come up with three potential solutions.

Challenges and barriers: What are you up against that makes regular activity challenging?	Solutions: List 3 ways you can overcome these barriers.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.

Weekly NEAT tracking: Week 5

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	20 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	20 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	20 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

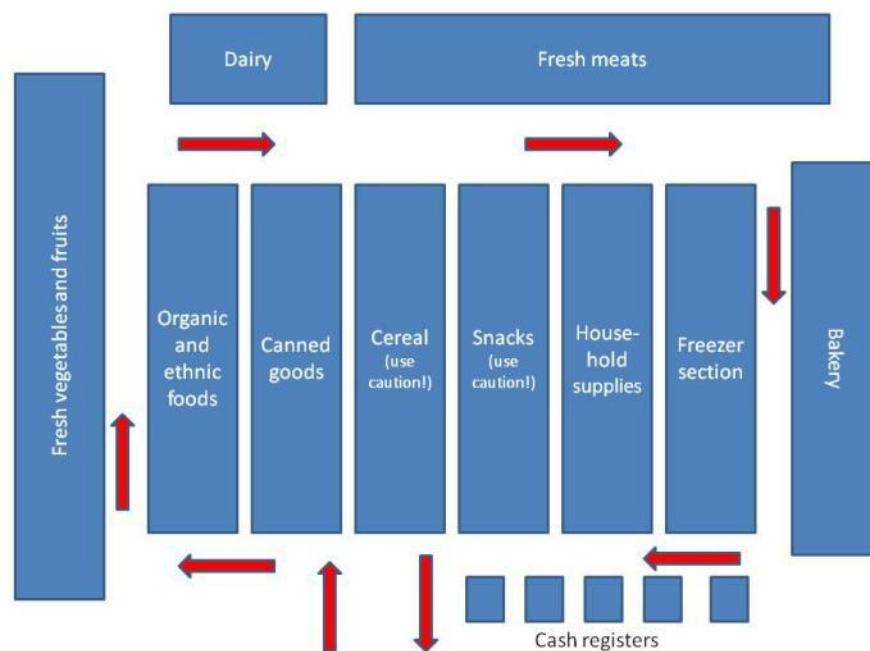
Jumpstart Week 6

- > Shopping for activity
- > Good carbs, bad carbs
- > Reward yourself
- > Weekly NEAT tracking

Shopping for activity

Grocery shopping should be viewed not as a chore but as a learning experience. The local farmers' market is a great place to get fresh air, look around, and purchase locally grown produce. Take advantage of the foods that are in season, and enjoy locally canned and dried fruits and vegetables during the off season. Co-ops and organic food stores are also excellent places to buy whole grains and organic dairy and meat products.

Most people shop for their groceries in the standard North American-style supermarket. Note the diagram below of a typical grocery store. When you enter most supermarkets, the fresh produce, fruits, and vegetables are among the first things you see. As you move along the perimeter of the store, you will see the dairy section, the meat section, and the bakery.



Try to choose food that is located on the outside isles of the store. Most of the healthy, fresh foods are displayed on the outer isles. Be especially selective when choosing from the inner isles because these contain primarily processed foods in bags, boxes or cans. Choose low or no sugar whole-grain cereals, canned goods packed in water (not syrup), and frozen vegetables that do not have fatty, salty sauces. Purchase salty and sugary snacks sparingly.

Good carbs, bad carbs

Carbohydrates have received a lot of press in recent years. Many people are confused as to whether carbohydrates are good or bad for your health. The answer is that it depends on the kind of carbohydrates you’re eating. They can be divided into two categories: simple carbohydrates (refined sugars), and complex carbohydrates (which are not usually highly processed).

Whole grains	Refined grains
Barley	Corn flakes
Brown rice	Couscous
Buckwheat	Enriched macaroni or spaghetti
Bulgur (cracked wheat)	Grits
Millet	Pretzels
Oatmeal	White bread
Wild rice	White rice
Whole-wheat bread, pasta, or crackers	
Popcorn	

Bad carbs, simple sugars

Refined grains, such as white rice or white flour, have both the bran and germ removed from the grain. Although vitamins and minerals are added back into refined grains after the milling process is completed, refined grains don’t have as many nutrients or fiber as do whole grains.

Refined grains contain high amounts of simple sugars. Americans consume large quantities of simple sugars in the form of soft drinks, fruit-flavored beverages, and other processed foods. These foods are often high in calories and low in nutritional value, so be cautious about eating foods with simple sugars or “bad carbs.”

To reduce simple sugars in your diet, read food labels. Avoid or limit foods that contain high-fructose corn syrup. Other easy tips for cutting back on the bad carbs include:

- > Buy 100 percent fruit juice instead of fruit-flavored drinks.
- > Even better, choose fresh fruit instead of fruit juices. Even 100 percent fruit juice is high in sugar.
- > Choose fruit canned in its own juices instead of heavy syrup.
- > Cut back or eliminate soda.

Good carbs, whole grains

Whole grains are good sources of carbohydrates and fiber. Among many health benefits, whole grain foods make you feel full longer. Rice, bread, cereal, flour and pasta are grains and good sources of complex carbohydrates. Try to replace refined grains with whole-grain foods as often as possible.

Ways to enjoy more carbohydrates and whole grains

A variety of breads, pasta products and ready-to-eat cereals are made from whole grains. Look for the term "whole grain" on the package and in the beginning of the ingredients list. Be cautious of presweetened cereals, which may contain additional calories from sugar.

There are easy ways to add whole grains to your meals and snacks:

- > Enjoy a breakfast that includes a high-fiber cereal, such as bran flakes, shredded wheat, or oatmeal.
- > Substitute plain bagels with whole-wheat toast or whole-grain bagels. Substitute pastries with low-fat, multigrain muffins.
- > Make sandwiches using whole-grain breads or rolls.
- > Expand your grain repertoire with kasha, brown rice, wild rice, bulgur or whole-wheat tortillas.
- > Include wild rice or barley in soups, stews, casseroles, and salads.
- > Add whole grains, such as cooked brown rice or whole-wheat bread crumbs, to ground meat or poultry for extra body.
- > Use rolled oats or crushed bran cereal in recipes instead of dry bread crumbs.
- > Before adding them to recipes, toast grains to bring out their nutty flavor.

Reward yourself

Next week we will be checking your progress. Right now, however, it's time to think about how you will reward yourself as you reach your wellness goals. Many weight loss or fitness plans reward end results, such as losing 15 or 30 pounds, but not the actions you take to get there. With the Gruve Solution, our focus is on the journey.

Write down 3 ways you can reward yourself.

- 1. _____

- 2. _____

- 3. _____

Weekly NEAT tracking: Week 6

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	25 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	25 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	25 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 7

- > 30 minutes of activity
- > What is mindful eating?
- > Buddy up!
- > Water. It's important!
- > Weekly NEAT tracking

30 minutes of activity

Starting this week you reach a total of 30 minutes of non-exercise activity three times a day. Consider the different ways you can add activity to your day and remember that, to be sustainable, your NEAT activities need to be enjoyable. For example, if you take two 15-minute walking meetings in the morning and two more in the afternoon, then you have almost reached your Green Goal. When you go home, add 30 minutes of playing with your kids or pet and you have met your Green Goal. Check your Gruve and Gruve Online to view your progress. Below are further ideas:

Ideas for non-exercise activity

- > Walk or bicycle to work
- > When your Gruve buzzes, stand up and stretch, or take a short walk
- > Take the stairs
- > Avoid eating at your desk
- > March in place
- > Schedule walking meetings
- > Stand or walk around while talking on the phone
- > Hold standing meetings
- > Have a face-to-face meeting instead of sending an email or calling
- > Walk around the block
- > Take the dog for a walk
- > Do the laundry, iron, and fold clothing

- > Play Twister
- > Play Wii (Nintendo game console)
- > Stand up
- > Go on a walking tour of your city
- > Do a home project
- > Paint a room

What is mindful eating?

If you want to be successful at increasing your energy and improving your health, it is important to rethink how and why you eat. The influences on your food choices are many but, by increasing your awareness of them, you can make minor adjustments that will create major differences! Take a moment to review the section “What are your eating patterns?” in Week 4.

According to the Center for Mindful Eating, “mindful eating” has the potential to transform an individual’s relationship with food and eating. Mindful eating will help you improve your overall health, body image, and self-esteem. (Go to <http://www.tcme.org> for more information about mindful eating.)

Mindful eating involves many components:

- > Learning to make choices about beginning or ending a meal based on your awareness of hunger and satiety cues.
- > Learning to identify your triggers for “mindless eating,” such as emotional reactions, social pressures, or favorite foods.
- > Valuing the *quality* over *quantity* of what you’re eating.
- > Appreciating the sensual, as well as the nourishing, aspect of food.

When you are mindful of why you are eating, you will have a greater appreciation of the nutritional value of food.

Buddy up!

Active living is for life! To ensure your success, get others involved in your active lifestyle. Find ways to connect with others in your neighborhood, community, family, and at work. Isolation is recognized by health professionals as a legitimate health risk. Evaluate how well you are maintaining your network of support. Write down *who* you have on your support team and *how* they support your efforts to be healthy.

Friend	How this person supports me

Water. It's important!

The importance of regular water intake on overall health cannot be overemphasized.

Besides quenching thirst, water cuts cravings, boosts energy, awakens a tired brain, and replenishes the fluids needed for respiration and cooling. Every system in your body depends on water.

The amount of water you need depends on many factors including your health, your activity level, and where you live. For the Gruve Solution and NEAT, we recommend that you drink 8 cups of water every day. It's best to drink a glass of water with each meal and before any activity. Thirst is not the best indication of when you should drink water; it's possible that by the time you're thirsty, you could be slightly dehydrated. More water is needed with increased activity and intense exercise: a half cup every 15 minutes.

Below are some factors that will influence the amount of water you need:

- > **NEAT and exercise:** If you are active or engage in any activity that makes you sweat even a little, you need to drink extra water to compensate for that fluid loss. An extra 1.5 to 2.5 cups of water should be sufficient for short bursts of activity, but you should drink more water if you are doing intense exercise (for example, a long walk or hike.)
- > **Environment:** Drink more water in hot or humid weather to compensate for the fluid lost during perspiration. Heated indoor air during the winter can cause your skin to lose moisture. Higher altitudes (greater than 8,200 feet or 2,500 meters) may trigger increased perspiration and faster breathing, which use up more of your fluid reserves.
- > **Pregnant or breastfeeding:** Women who are expecting or breastfeeding need additional fluids to stay hydrated. The Institute of Medicine recommends that pregnant women drink about 10 cups of fluids daily and women who are breastfeeding drink about 13 cups.

Weekly NEAT tracking: Week 7

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	30 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	30 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	30 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 8

- > Emotional eating
- > Ideas for making an eating plan
- > Stretching
- > Weekly NEAT tracking

Emotional eating

We all sometimes turn to food for comfort. Emotional eating is a way to temporarily manage negative emotions, such as stress, anger, anxiety, boredom, sadness and loneliness. Emotional eating can lead to overeating—especially high-calorie, sweet, salty, and fatty foods—and hinder your weight loss or management efforts. If you are prone to emotional eating, you can take steps to regain control of your eating habits and get back on track with your weight loss or management goals. (Also look at “What are your eating patterns?” in Week 4.)

How to take control of your eating habits

Strong emotions can trigger food cravings. To help you control emotional eating, consider the following suggestions:

- > **Know your triggers.** Take note of what you eat, how much you eat, when you eat, how you're feeling when you eat, and if you are hungry. Over time, you may see patterns to your eating habits. You can then identify the triggers you should avoid.
- > **Learn to recognize true hunger.** Is your hunger physical or emotional? If you ate just a few hours ago and don't have a rumbling stomach, you're probably not really hungry.
- > **Reach out to your support network.** Talk instead of eat.
- > **Don't keep unhealthy foods around.** Avoid having an abundance of high-calorie comfort foods close at hand. If you feel truly hungry, go for healthy snack.
- > **Snack healthy.** If you eat between meals, choose a low-fat, low-calorie food, such as fresh fruit, vegetables with fat-free dip, or unbuttered popcorn.
- > **Get regular activity and adequate rest.** Your mood is more manageable and you can more effectively fight stress when you are fit and well rested.

If you give in to emotional eating, forgive yourself and start fresh the next day. Focus on the positive changes you're making to your activity levels and eating habits, and give yourself credit for making changes that ensure your better health.

Ideas for making an eating plan

- > **Plan your whole meal.** Instead of making a large portion of meat or poultry the focus of your meal, build up the other components. Have a wider variety of vegetables and fruit. Changing the emphasis of your meal also helps you cut down on the amount of calorie-dense foods.
- > **Increase the amount of fruits and vegetables in your meals.** For example, add blueberries to your cereal in the morning. Top your pasta with sautéed vegetables and tomato sauce. Include an apple with your lunch.
- > **Start with soup or salad.** Begin your meals with a vegetable-based soup or toss a salad with a small amount of low-fat or fat-free dressing. These foods take longer to eat and curb your hunger.
- > **Experiment with new foods and combinations.** Try fruit slices on whole-wheat toast with a small amount of peanut butter. Add some mandarin orange and peach slices to a salad. You may find that new tastes and food combinations help you eat meals that are satisfying without being high in calories.

Stretching

The benefits of regular stretching

Regular stretching is an important part of any activity or exercise program. Many studies indicate that regular stretching and flexibility activities help prevent common muscular strains, particularly as we age. Athletes stretch before and after their competitions to help prevent injury and relieve post-game soreness. You may need to adjust your approach to stretching, however, if you have a chronic condition or an injury. Talk with your physical therapist or doctor to determine the safest way for you to stretch. Take a look at some of the benefits of regular stretching:

- > **Increases and maintains range of motion.** Good joint range of motion keeps you mobile and well balanced.
- > **Increases flexibility.** Flexible tendons and muscles can improve activity, such as walking, lifting, or even bending over to tie your shoes.
- > **Improves circulation.** Stretching increases blood flow to your muscles. This helps prepare them for activity.

- > **Increases alertness and decreases fatigue.** Periodic stretching throughout the day breaks up your routine, and helps increase alertness and decrease fatigue.
- > **Relieves stress.** Stretching relaxes the tense muscles that often accompany stress.
- > **Helps with posture and body alignment.** A flexible body creates good posture in all activities, including sitting, standing, and walking.
- > **You can stretch anywhere!** Stretching can be done anywhere: at your desk, in the gym, even on a long airplane ride!

How to stretch

- > **Warm up.** Do not stretch a cold muscle, particularly first thing in the morning. Warm up by walking or gently pumping your arms for 5 minutes.
- > **Take your time.** It takes time to safely lengthen tissues. Hold each stretch for at least 15 to 30 seconds. Repeat on the other side.
- > **Stretching should be pain free.** Expect to feel tension while you're stretching. If it hurts, however, you've gone too far. Back off to the point where you don't feel pain and then hold the stretch.
- > **Breathe normally and relax.** Don't hold your breath while you're stretching.
- > **No bouncing.** Bouncing as you stretch can cause small tears in the muscle—making you less flexible and more prone to injury and pain.

How often should I stretch?

As a general rule, stretch whenever you are active. Consider doing stretching exercises before and after your daily walk or exercise program. If you are in an office, you may want to consider the **20 / 20 / 20** principle:

- > **Every 20 minutes**
- > **Stand up and stretch for 20 seconds**
- > **Look at least 20 feet away**

This will maintain your flexibility, increase alertness, and relieve eye strain by focusing your eyes away from your work.

Below are examples of easy stretches that can be done in an office setting:

- Stand up, place your hands on your lower back, and bend backwards 5 times. Repeat 2-3 times an hour when doing a lot sitting or bending forward repeatedly.



- Grasp your hand behind your head. Pull your elbows back. Hold for 3-5 seconds. Repeat 3 times.



- > Interlace your fingers and stretch your arms forward. Hold for 10 seconds.



- > Reach your arm in front of you while keeping your elbow straight. Bend your wrist up using your other hand. Hold for 15 seconds and repeat on the other hand.



- > Reach your arm in front of you with your elbow straight. Bend your wrist down using your other hand. Hold for 15 seconds and repeat on the other hand.



Weekly NEAT tracking: Week 8

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	35 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	35 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	35 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 9

- > Helpful fats, harmful fats
- > Food volume
- > Your best choices for food volume
- > Weekly NEAT tracking

Healthy fats, harmful fats

Fat: A necessary nutrient

Your body needs fat to function properly. Fat has significant nutritional value for us and is essential to a healthy diet. Besides being an energy source, fat is a nutrient used in the production of cell membranes that regulate blood pressure, heart rate, and the nervous system. Eating large amounts of high-fat foods, however, adds excess calories to your diet, which can lead to weight gain and obesity. Please note that it is not necessary, or healthy, for you to completely eliminate fats from your meals.

Most foods contain several different kinds of fats, and some fats are better for your health than others.

Healthy fats

Your best choices are unsaturated fats, monounsaturated fats, and polyunsaturated fats. These fats can lower your risk of heart disease by reducing the total and low-density lipoprotein (LDL) cholesterol levels in your blood. Sources of healthy fats include:

- > **Monounsaturated fat** remains liquid at room temperature but may begin to solidify in the refrigerator. Foods high in monounsaturated fat include olive, peanut and canola oils. Avocados and most nuts also have high amounts of monounsaturated fat.
- > **Polyunsaturated fat** is usually liquid at room temperature and in the refrigerator. Foods high in polyunsaturated fats include vegetable oils, such as safflower, corn, sunflower, soy, and cottonseed oils.
- > **Omega-3 fatty acids** are polyunsaturated fats found mostly in seafood. Good sources of omega-3s include coldwater fish like salmon, mackerel, and herring. Flaxseeds, flax oil, and walnuts also contain omega-3 fatty acids. Small amounts are found in soybean and canola oils.

Harmful fats

Dietary cholesterol, saturated, and trans fats are less healthy fats. They can increase your risk of heart disease by increasing your total and LDL ("bad") cholesterol levels. Sources of harmful fats include:

- > **Saturated fat** is usually solid or waxy at room temperature. Saturated fat is most often found in animal products, such as red meat, poultry skin, butter, and whole milk. Other foods high in saturated fat include coconut, palm, and other tropical oils.
- > **Trans fat** (trans-fatty acids) comes from adding hydrogen to vegetable oil through a process called hydrogenation. Hydrogenation solidifies the fat and makes it less likely to spoil. Hydrogenated fat is a common ingredient in commercial baked goods, such as crackers, cookies and cakes, and in fried foods, such as doughnuts and French fries.
- > **Dietary cholesterol** is manufactured by your body naturally, but you also ingest dietary cholesterol from animal products, such as meat, poultry, seafood, eggs, and dairy products like lard and butter.

Tips for choosing the best types of fat

Limit fat in your diet, but don't cut it out completely. Focus on reducing foods high in saturated fat, trans fat and cholesterol. Select instead foods made with unsaturated fats. Consider these tips when making your choices:

- > Sauté with olive oil instead of butter.
- > Use olive oil instead of vegetable oil in salad dressings and marinades. Use canola oil when baking.
- > Sprinkle slivered nuts or sunflower seeds on salads instead of bacon bits.
- > Snack on a small handful of nuts rather than potato chips or processed crackers. Try peanut butter or other nut-butter spreads on celery, bananas, and rice or popcorn cakes.
- > Add slices of avocado, rather than cheese, to your sandwich.
- > Prepare fish such as salmon and mackerel, which contain monounsaturated and omega-3 fats, instead of meat one or two times a week.
- > Make sure that fatty foods don't replace more nutritious foods in your diet, such as fruits, vegetables, legumes, and whole grains.

Food volume

Food volume is important to consider when making your food choices. Foods such as vegetables and fruits have relatively low energy density (calories per gram). These foods have

larger portion sizes with a fewer number of calories. On the other hand, desserts, candies and processed foods are high in energy density. This means that a small volume of these foods has a large number of calories. Be mindful of calorie-dense foods, which pack a lot of calories per bite. By eating larger portions of foods that are less calorie-dense, you decrease hunger pangs, consume fewer calories and, at the same time, feel more satisfied.

Your best choices are foods that come from nature and have undergone very little processing. That is, their nutrients—vitamins, minerals, and antioxidants—have not been removed and there is no added sugar, fatty sauces, preservatives, and chemicals. Two factors play an important role in making food less calorie packed and more filling:

Water

Many fruits and vegetables are high in water, so they are filling without having a lot of calories. Grapefruit, for example, is about 90 percent water and has just 39 calories in a half-cup fruit serving. Carrots are about 88 percent water and have only 52 calories in a 1-cup serving.

Fiber

High-fiber foods, such as vegetables, fruits and whole grains, take longer to digest and make you feel full longer.

Your best choices for food volume

It's helpful to know which foods have the best food volume:

Vegetables

Most vegetables, including salad greens, asparagus, green beans, broccoli and zucchini, are low in calories and high in food volume.

Fruits

Nearly all types of fruit are high in food volume. Be careful with fruit juices because they may have high sugar contents and therefore more calories.

Carbohydrates

Whole grains are high in fiber and food volume. Examples include whole-wheat bread, whole-wheat pasta, oatmeal, brown rice, and whole-grain cereal.

Protein and dairy

Good plant sources for protein and high food volume include legumes, beans, peas, and lentils. Animal sources of protein are fish, skinned white meat poultry, fat-free dairy products, and egg whites.

Weekly NEAT tracking: Week 9

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 10

- > Sleep. It's important!
- > Snack attack!
- > Stay connected
- > Weekly NEAT tracking

Sleep. It's important!

The number of people in North America with weight issues has increased over the last three decades. In this same time period, the amount of sleep the average person gets per night has decreased. Studies conducted with both children and adults indicate that there is an overall positive association between short sleep duration and being overweight.

Each person has slightly different sleep needs but, on average, you need 6-8 hours of sleep. Below are some suggestions for getting better sleep:

- > Make sure that you get the same amount of sleep every night, preferably going to bed and waking up at the same time, even on weekends.
- > If you do stay up late, however, you need to repay the “sleep bank” by staying in bed a little longer the next day.
- > If you work nights, you need to ensure that your daytime sleeping is restful. Make sure that your bedroom is dark and well ventilated. Let others know that you sleep during the day.
- > Read something other than work-related material before you go to bed.
- > Keep the television out of the bedroom.
- > Stop using the computer 30 minutes before bedtime to reduce mental stimulation.
- > Have a wake-up routine. Use soft music or lighting to gently wake you up. Avoid loud, annoying alarms.

Snack attack!

Eating a snack helps you stave off hunger pangs between meals, and most people eat at least one snack a day. Some experts estimate that, on average, we get about 25% of our daily calories through snacks. This wouldn't be a problem if we were snacking on fruits, vegetables, and nuts. But for most of us, snack time means additional calories in the form of potato chips, cookies, candy bars, or rich, creamy coffee drinks.

What can we do to snack wisely? Plan healthy snacks into your day on a regular basis. We tend to eat "junk" snacks when we don't have healthy foods quickly accessible. Follow the same guidelines for your snacks as you do for other healthy eating choices.

Healthy snacks include:

- > Apples, which make great finger food when sliced
- > Unsalted nuts
- > Oranges
- > Grapefruits
- > Rice cakes
- > Carrot sticks
- > Hummus
- > Pita chips (baked, not fried)
- > Olives

Stay connected

Having a support system greatly increases your probability of success. Evaluate how well you are creating the network of support that we discussed in Week 7. Write down *who* you have on your support team and *how* they support your efforts to be healthy.

Friend	How this person supports me

Weekly NEAT tracking: Week 10

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 11

- > Good posture is important for NEAT
- > Balance activities
- > Revisiting your PAL
- > Weekly NEAT tracking

Good posture is important for NEAT

Over and over again we heard while growing up: “Quit slouching and stand up straight!” Well, our parents, teachers, and coaches were right!

Whether on the move or stationary, your body is most stable and strong when you have correct posture. If you stoop, slouch or habitually lean to one side, your muscles and ligaments become elongated, weak, and overworked to keep you upright. Poor postural habits can lead to fatigue and injury, including back, neck, and shoulder pain.

Good posture starts with the spine

A healthy back has three natural curves:

- > The foundation of good posture starts with an inward curve at the lower back, known as the lumbar curve.
- > The mid-back in the shoulder blade area has an outward curve known as the thoracic curve.
- > At the top of the spine there is an inward curve at the neck known as the cervical curve. The head rests on top of the cervical spine.



Good posture maintains these natural curves and our ability to move without discomfort or restrictions. The good news is you can make improvements in your posture at any age.

Good standing posture

When standing, try these tips:

- > Try to imagine there is a hook on the top of your head. You are being lifted up slightly by that hook. This will keep your head high and chin slightly tucked in.
- > Lead with your chest. When starting to walk or getting up from a chair, think about moving your chest first.
- > Keep your shoulders relaxed.
- > Gently pull in your abdomen. Image bringing your belly button as close to your spine as possible. Bonus: This is a great abdominal and core exercise, and it can be done anywhere!
- > Keep your feet shoulder-width apart.
- > Balance your weight evenly over both feet. Make sure your knees are relaxed, not locked.
- > If you are standing for a long period of time, stagger your stance (put one foot ahead of the other) or prop one foot up on a solid object.

Good sitting posture

Chairs have evolved considerably in the last 30 years due to the proliferation of computer technology and the increased amount of time people spend sitting. If you have an “ergonomic” chair, consult the directions on how to adjust it properly. Even with expensive ergonomic chairs, remember that the human body is not designed to sit for long periods of time. Limit your sitting time to no more than 30 to 40 minutes.



When seated, keep these tips in mind:

- > Choose a chair that allows both feet to rest flat on the floor. Adjust the chair height so you can see the computer screen clearly while keeping your knees level or slightly higher with your hips. If necessary, prop up your feet with a foot stool or other support.
- > Just like standing posture, stretch the top of your head toward the ceiling, and tuck your chin in slightly.
- > Sit with your back firmly against the chair back. If necessary, place a small cushion or rolled towel behind the curve of your lower back.
- > Keep your shoulders relaxed and straight.

Whether you're sitting or standing, pay attention to the position of your shoulders. Slouching or rolling your shoulders forward shortens your chest muscles and reduces their flexibility.

Although good posture should be natural, you may feel slightly strange the first time you try the tips outlined. The key is practice. Try these postural tips during your next NEAT activity. You may find that your performance has improved and that you feel better with just minor changes to your posture.

Balance activities

Good balance is one of the benefits of regular physical activity. Good balance improves posture, makes movement more efficient, and prevents falls. This is increasingly important as we age. Consider doing activities such as yoga or tai chi, which help with balance. In addition to balance, these gentle activities involve slow movements and graceful positions that can improve your strength, coordination, and flexibility.

If you don't have access to a yoga or tai chi instructor, any activity that keeps you on your feet and moving, such as walking, can help you maintain good balance. You can also do balance activities, like balancing on one foot, while waiting in line or watching TV. Try some the balance exercises outlined below:

Weight shifts

- > Stand with your feet shoulder-width apart and your weight equally distributed on both legs.
- > Shift your weight to your right side, and then slowly lift your left foot off the floor 2-3 inches.
- > Hold this position for 30 seconds.
- > Return to the starting position and repeat on the other side.
- > As your balance improves, increase the length of time for each leg.

Single-leg balance

- > Stand with your feet shoulder-width apart and your weight equally distributed on both legs. Place your hands on your hips. Lift your left leg off the floor by bending your knee back.
- > Hold the position for 30 seconds.
- > Return to the starting position and repeat on the other side.
- > As your balance improves, increase the length of time for each leg.
- > For added challenge, balance while standing on a pillow.

Side-lateral raise for balance

- > Stand with your feet shoulder-width apart and your weight equally distributed on both legs. Raise your left arm perpendicular to the floor and lift your right leg off the floor by bending your knee.
- > Hold the position for 30 seconds.
- > Return to the starting position and repeat on the other side.
- > As your balance improves, increase the length of time for each leg.
- > For added challenge, balance while standing on a pillow.

Balance while getting up from a chair

- > For an added challenge, stand up and sit down without using your hands. This helps both with balance and strengthening your legs.

If you have balance problems or an orthopedic condition, get your doctor's OK before doing balance exercises. She or he may refer you to a physical therapist who can create an exercise program that safely improves your balance, muscle strength, and gait.

Revisiting your PAL

It may be helpful to revisit your Physical Activity Level (PAL) multiplier. PAL expresses your daily physical activity as a number. This number is determined from your daily energy expenditure and your RMR:

Your 7 Day average + RMR = your total average daily energy expenditure

Total average daily energy expenditure / RMR = PAL

The following table shows indicative numbers for the PAL of different lifestyles. Once you know your PAL, look at the chart below to determine what category applies to you:

Sedentary	1.2-1.4
Light activity	1.5-1.6
Level to avoid weight gain or obesity	1.75
Moderate activity: standing job with some walking	1.7-1.9
High activity: walking job	2.0-2.1
Extremely high activity: active job, sports	2.2+

Has your PAL changed since Week 2? Your current PAL should reflect the fact that you are steadily increasing your NEAT activity level and consistently reaching your Green Goal.

Weekly NEAT tracking: Week 11

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Jumpstart Week 12

- > Gruve Solution maintenance
- > Revisiting your wellness vision
- > Revisiting your wellness goals
- > Checking your 12 week progress
- > Sustain the change!
- > Weekly NEAT tracking

Gruve Solution maintenance

Your Gruve Jumpstart program is now in its twelfth week. You have gradually progressed from 30 minutes of accumulated non-exercise activity each day to two full hours. Celebrate your accomplishments and challenge yourself to maintain this minimum of daily non-exercise activity. The weekly NEAT tracking form will remain at the minimum of 2 hours of non-exercise activity. We encourage you to continue filling them out daily.

To keep your wellness changes sustainable, we recommend that you go back and review your wellness vision, dreams, and goals.

Revisiting your wellness vision

Without looking back at your notes or online materials, write down your wellness vision statement. Remember, a wellness vision is an overarching image of yourself functioning at your best and living life to the fullest. It is a positive, concise, concrete, and realistic statement.

My wellness vision:

Now go back and look at the wellness vision statement you wrote during the first week of this program. Has it changed? If so, how? Are you on track?

Revisiting your wellness goals

It is also time to check on your wellness goals. Go back and look at your original wellness goals. Have you accomplished them? Below are charts similar to the ones you filled out during Week 2. Take some time to develop new, attainable goals for your sustainable healthy life.

Sample wellness goal: Take NEAT breaks

Steps to success	1. Morning stretch break
	2. Walk around two floors during lunch
	3. Do jumping jacks during commercial breaks
Indicators of success	1. More energy
	2. Weight loss
	3. Inches off waist
Support system	Brother
Time/due date	Birthday
Accomplishment award	Buy some flowers

Wellness goal #1: _____

Steps to success	2.
	2.
	3.
Indicators of success	2.
	2.
	3.
Support system	
Time/due date	
Accomplishment award	

Wellness goal #2: _____

Steps to success	3.
	2.
	3.
Indicators of success	3.
	2.
	3.
Support system	
Time/due date	
Accomplishment award	

Wellness goal #3: _____

Steps to success	4.
	2.
	3.
Indicators of success	4.
	2.
	3.
Support system	
Time/due date	
Accomplishment award	

Checking your 12 week progress

You may want to have another health screening to show your progress over the last 12 weeks. Compare the chart below with the one you completed in Week 2 of the Gruve Solution.

Weight	% lean body mass	% body fat	Total cholesterol	HDL cholesterol	LDL cholesterol	Triglycerides	Blood glucose

Hip measurement:	
Waist measurement:	
Weight:	
Average total caloric burn:	
Number of green days this month:	
If you have access to a body analyzer**, what is your lean body mass?	

Sustain the change!

You have done a terrific job of taking responsibility for your health by completing the Gruve Solution. Continue to find ways to stay active. Seek the support you need. Make your lifestyle change last, and welcome to your new active life!

Weekly NEAT tracking: Week 12

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
Sunday											
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Friday											
Saturday											

Appendix

Terms and definitions

Green Goal: This is number of calories you need to burn in order to reach your daily caloric burn goal. This number changes depending on whether you select “weight loss” or “weight maintenance” in your profile. It also changes depending on your progress in the program, and how often you reach green. If you reach green consistently, the goal will go up. If you don’t, the Green Goal will remain the same.

PAL: Your Physical Activity Level (PAL) multiplier is used to calculate your Green Goal. PAL is a way to express your daily physical activity as a number. This number is determined from your daily energy expenditure and your RMR:

Your 7-day average + RMR = Your total average daily energy expenditure

Total average daily energy expenditure / RMR = PAL

ECP: The Energy Conservation Point, or ECP, occurs when the body has been sedentary for a long period of time and essentially goes into a hibernation mode to conserve energy. The time it takes to reach the ECP varies depending on your age, gender, weight, and activity levels. It ranges from 45-120 minutes. The Gruve calculates your ECP and will buzz as a reminder to move if you are approaching it. You can check your ECP by visiting the “Gruve Settings” tab of Gruve Online.

RMR: Resting Metabolic Rate—the number of calories you burn while at rest. This is the energy you burn through normal body functions, aside from activity and food digestion. If you were to remain in bed all day, your body would burn your RMR. This accounts for roughly 60% of your total caloric burn daily. Your RMR depends on your body size, gender, age, and overall health.

Recommended caloric intake: This is an estimate of the number of calories you should eat on a daily basis. Your recommended caloric intake depends on your 7-day average caloric burn, your daily RMR, and your weight loss or management objective. If you choose to lose weight, the recommended caloric intake is 500 calories below your 7-day average caloric burn + your daily RMR. If achieved, this 500 caloric deficit will result in losing 1 pound per week. If you chose to maintain your weight, the recommended caloric intake is equal to your 7-day average caloric burn + your daily RMR. This means you would consume the same number of calories as you burn. Your recommended caloric intake will never go below your RMR or above your Green Goal.

Directory of resources

www.cdc.gov

www.diabetes.org

www.mayoclinic.org

Monitoring your biometrics

Weight	% lean body mass	% body fat	Total cholesterol	HDL cholesterol	LDL cholesterol	Triglycerides	Blood glucose

Hip measurement:	
Waist measurement:	
Weight:	
Average total caloric burn:	
Number of green days this month:	
If you have access to a body analyzer**, what is your lean body mass?	

Weight	% lean body mass	% body fat	Total cholesterol	HDL cholesterol	LDL cholesterol	Triglycerides	Blood glucose

Hip measurement:	
Waist measurement:	
Weight:	
Average total caloric burn:	
Number of green days this month:	
If you have access to a body analyzer**, what is your lean body mass?	

Weekly NEAT tracking: Week _____

Check the applicable boxes and briefly describe your NEAT activity.

	Healthy breakfast including fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy lunch including one fruit or vegetable	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Healthy dinner including one vegetable or fruit	40 minutes of accumulated NEAT activity	Healthy snack (if any)	Total calories burned	Green Goal
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