



Special thanks

Thank you to Manitoba ***in motion*** for the use of some of their materials in the development of this booklet. Manitoba ***in motion*** is a provincial strategy to help all Manitobans make physical activity part of their daily lives for health and enjoyment. For more information about Manitoba ***in motion***, visit their website at www.manitobainmotion.ca.

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Since Manitobans spend the majority of their time at work, it only makes sense to incorporate physical activity into your day during work hours. It doesn't need to be difficult or time consuming but making small changes can have a number of benefits for your health.

This booklet gives you tips and suggestions on how to incorporate physical activity into your day at work as well as some general guidelines for getting active. Keep this resource available and use it as a reminder to get moving.

Reasons to be physically active:

- Prevent illnesses like heart disease, stroke, type 2 diabetes, osteoporosis & some cancers
- Be fit and strong
- Improve flexibility
- Have fun and relax
- Reduce stress
- Get rid of anger
- Feel good
- Fight boredom
- Manage weight
- Improve movement skills
- Build healthy bones, muscles and joints
- Reduce depression and anxiety
- Increase capacity for learning
- Increase self-esteem
- Have energy

Risks of inactivity

Increased risk of:

- Heart disease
- Stroke
- Obesity
- High blood pressure
- Diabetes
- Osteoporosis
- Colon cancer

People who are physically inactive have twice the risk for heart disease and stroke. Active living is important to maintaining good heart health throughout your life. Whether it's gardening, walking or running, being active means something different to everyone – but everything counts.

The Physical Activity Guide encourages 60 minutes of mild activity every day for health benefits, but you can start slowly and build up. You can add up 10-minute bouts of activity throughout the day. As you progress to moderate activities, you can cut down to 30 minutes on four days a week. You should try to progress to activities that increase your heart rate to keep your heart healthy.

Choose a variety of activities that you enjoy and that fall into the following categories:

1. Endurance – 4 to 7 days a week of activities that are continuous and increase your heart rate.
2. Flexibility – 4 to 7 days a week of gentle reaching, bending and stretching activities to keep your muscles relaxed and joints mobile.
3. Strength – 2 to 4 days a week of activities to strengthen muscles and bones to improve posture.

Five steps to a healthy heart

1. Be smoke free - Smoking, or exposure to second-hand smoke, is a major risk factor for cardiovascular disease. Nicotine injures the lining of the arteries and increases the build-up of fat deposits in the area. This can lead to heart disease and/or stroke. It also makes the heart work harder and decreases the oxygen carried in the blood. Smoking can double or triple the risk of stroke.

2. Eat a healthy diet - Eating a healthy diet is important to keep your heart healthy. You can lower your risk of heart disease and stroke and implement a healthy diet by eating a variety of foods, consuming less fat, adding more fiber into your diet and remembering to consume everything in moderation. Tools to help you make healthy food choices include Canada's Food Guide to Healthy Eating, and the Heart and Stroke Foundation's Health Check™ program.

3. Know your blood pressure - High blood pressure is a modifiable risk factor that can be reduced through lifestyle changes. By maintaining a healthy blood pressure you will decrease your risk of heart disease and stroke.

4. Get physically active - Regular physical activity is important for people of all ages and should be built into a daily routine. Physical activity helps you lead a heart healthy lifestyle and can help prevent against many chronic diseases including heart disease and stroke.

5. Take time to relax - Taking time for yourself and reducing your stress can help you decrease your risk of heart disease and stroke. Some people turn to unhealthy practices when under stress such as overeating, consuming excessive alcohol, smoking, etc. which leads to an unhealthy lifestyle. It is important to recognize the signs of stress and learn how to modify your life to reduce this stress.



Physical activity ideas for the workplace

Incorporate some or all of the following ideas to help keep yourself active during your workday.

- Have walking meetings.
- Exercise breaks – Incorporate short physical activity breaks into the workday. Have a signal that reminds you to take an exercise break.
- Use active modes of transportation like walking or cycling to get to and from work.
- Join a lunch time walking group.
- Get off the bus a few stops early and walk the rest of the way.
- Park farther away from your work site to get a few extra steps in before and after work.
- Leave your lunch or something else in the car so you have to go out and get it later.
- Take the stairs instead of elevators and escalators.
- Roll your shoulders and stretch your neck while sitting in front of a computer or at a desk.
- Use a yoga ball to sit on at your desk, instead of a chair, to help strengthen back and abdominal muscles.
- Start meetings with fun physically active warm ups like “simon says” or musical chairs.
- Walk to do errands or go to meetings instead of driving.

Walking

Walking is one of the easiest ways to get active because it doesn't require expensive equipment, it can be enjoyed almost anywhere, by anyone, and is a natural movement that is virtually injury free. Use the checklists below to ensure that you are safe and have fun.

Hot Weather Tips

- Drink plenty of water before, during and after walks.
- If it is too hot, walk indoors in a temperature-controlled venue or walk in the early morning or late evening when it is cooler out.
- Use sunscreen that is waterproof with a Sun Protection Factor (SPF) of 15 or more and sunglasses with UV Protection.
- Wear a lightweight, light colored hat.
- Choose light colored clothing to reflect the sun's rays.

Cold Weather Tips

- Dress in layers. You can always remove one of the layers if you get too hot.
- Clothes should be warm and loose fitting to trap in heat.
- Wear a breathable, waterproof wind breaker as the top layer to keep dry.
- Wear a hat to hold in your body heat.
- Drink plenty of water before, during, and after your walk.
- In extremely cold conditions cover exposed areas to prevent frostbite and use lip protector (like Chapstick) on your lips, nose, and ears.
- Walk in a loop in case you need to cut your walk short.
- Wear mittens, as they are warmer than gloves.
- Shorten your stride to improve your footing.

Proper Footwear Checklist

- Choose leather shoes because leather breathes and molds to your foot better.
- Choose a well cushioned shoe to absorb the shock of the heel strike.
- The soles should be strong and flexible with a good grip.
- Shoes must be comfortable right away and do not require a “break-in” period.
- Good arch support is important.
- The toe box should accommodate the toes comfortably with room to wiggle.
- The heel should fit snugly and the instep should not gape open.
- Shop for shoes later in the day when your feet are at their largest.
- Try both shoes on and walk around to ensure they fit properly.



Safety Tips

- Don't engage in vigorous physical activity if you are not feeling well and pay attention to your body's signals. It is better to take a break than push too hard.
- Allow time for your food to digest before a vigorous workout.
- Include a proper warm up and cool down.
- Always walk on the sidewalk and if a sidewalk is not available walk on the left side of the road facing traffic.
- Be visible and alert at all times. Wear reflective clothing if walking in the dark.
- It is often beneficial to be active more frequently, rather than active at a higher intensity.
- Begin your program slowly, as it will take time for your body to get used to a new level of activity.
- Don't be alarmed if you have some stiffness for the first couple of days. This will soon go away. If you are sore, try stretching your muscles.
- If you cannot walk and talk without becoming breathless, then slow down.
- If walking alone, tell someone your route and expected time of return.
- Run during the day.
- Carry identification with you and a quarter or cell phone for an emergency phone call.

Stretching

You should always try to stretch before and after being physically active. Stretches should be done in a slow, controlled manner and held for 15 to 30 seconds each. Make sure you continue to breathe during your stretches. When performing stretches you should feel a slight pull but **never** pain.

Walking Intensity

How fast you walk depends on your fitness level. Work at whatever intensity feels good to you, but make sure when you are first beginning to start slowly. You can monitor your walking intensity and gradually progress to a higher intensity. It is important to listen to your body and you should never feel pain. An easy way to measure whether you are walking too fast or not fast enough is by using a scale that measures your amount of effort. Ask yourself how hard you feel you are working and match it with this chart.

Amount of Effort		Description
1	Resting	You are breathing normally. It's very easy to talk.
2		
3	Light	You notice your breathing. You can talk.
4		
5	Somewhat Hard	You can hear yourself breathe, but can still talk.
6		
7	Hard	You are breathing heavily. It is hard to talk.
8		
9		
10	Maximum	You are breathing very heavily. You cannot talk. You may feel pain.

Goal Setting

Research shows that individuals who set and monitor goals are much more likely to achieve them. Make sure you share your goals with others who can help support your efforts. Review your goals frequently and celebrate your success.

The best way to achieve your goals is to set SMART goals.

Specific	Measurable	Attainable	Realistic	Timely
Outline in detail exactly what will be done and how.	Decide how you will assess your progress.	Make sure the goals you set are within your reach.	Your goals should be challenging and fun but possible for you.	Establish a start date and end date for achieving your goal.
Example: Walk three times a week for 30 minutes.	Example: Record the distance and time of walks on the calendar.	Example: Walk for 10 minutes to start and progress to 30 minutes.	Example: Walking is an easy and enjoyable activity.	Example: Start walking in 10 minutes bouts; by the end of the month will be walking for full 30 minutes.

Pedometers

A great way to keep track of your progress and motivate yourself is to use a pedometer.

What is a pedometer?

A pedometer is a simple device used to measure the number of steps you take.

How do I wear a pedometer?

Attach the pedometer to your belt or waistband near the front of your hipbone.

How many steps should I take?

Aim for 10,000 steps a day. If you have not been active, take a baseline by counting your steps on the first day and then aim to increase that by 10% per week. If you are already active, you can set your goal to increase your steps to even higher levels. An extra 5,000 steps is roughly equivalent to 4 KM.

Can I count other activities?

If you want to use the step goal during other activities for which you cannot wear a pedometer, use the chart on the next page to help.

Multiply the number of minutes in which you engage in the activity times the equivalent steps per minute as indicated in the chart.



Steps per minute	Activity
42	Weight lifting (arms only)
49	Swimming (treading water)
49	Canoeing (leisurely)
51	Mopping floors
51	Cycling (5.5 mph)
64	Weight lifting (abdominals)
73	Gardening, weeding
78	Painting outside (house, fence)
84	Ice skating (leisurely)
89	Stacking firewood
89	Swimming (breast stroke, 1 mph)
90	Stair climbing (26 stairs/minute)
93	Cycling (10 mph)
93	Dancing (socially)
98	Badminton (playing competitively)
102	Tennis (competitive doubles)
102	Horseback riding (trotting)
104	Water skiing
109	Skiing (downhill, slowly)
114	Skiing (cross country, slowly)
129	Basketball (recreational play)
131	Boxing (non-competitive)
138	Racquetball (recreational play)
142	Handball (recreational play)
144	Soccer (recreational play)
147	Rowing (3.5 mph)
153	Mountain climbing
160	Cycling (racing competitively)
184	Running (9-minute mile)
220	Football (playing competitively)



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