

# Every step counts



## How to use these materials

### Individual and group step logs

Forms should be tallied weekly. For your convenience, we have provided the chart in Microsoft Excel spreadsheet format for easier tracking. You can always print hard copies for participants to use to track their daily steps.

### Coordinator's tracking sheet

You can adapt the file to your walking program in several ways. Fill in the text boxes with your customized information, then print the file to use as a paper tracking document, print as is and fill all categories by hand, or use as a spreadsheet for more convenient tracking, if you prefer.

Feel free to change the categories or columns, or just use as a guide.

### Employee communications

We've provided some sample email messages, but you'll want to create your own depending upon how you set up your company's Wellness Works Walk Across America program. Customize your emails to your company's culture.

