



Welcome to the

Motivate to Move Data Collection Spreadsheet

1. Please carefully review the information before proceeding
2. Open the program and click into data entry
3. You are responsible for inputting name and the self reported “physical activity status” (from the registration sheet). This first reported “physical activity status” is inputted into the BLUE E-1 column.
4. At the conclusion of the program you are responsible for inputting the self reported “physical activity status” from the collected activity logs into the GREEN E-2 column, the # of weeks their goal was met into the corresponding GREEN column and the number of stages they increased, maintained or decreased into the white column (# increased.) Also, scroll down to the bottom of the spread sheet and insert the correct numbers corresponding to the requested information.
5. Now click into the “Data Summary.” The “Total Data Summary” sheet will summarize all of your inputted data automatically for you. On the Total Data Summary Sheet please complete the box – TOTAL # EMPLOYEES. This spreadsheet automatically calculates % of participation and % of drop-out rate. If an individual does not wish to continue with the program after you have already entered some of their data, it will not affect the final outcome of data.