

How To Plan Activities

Planning your physical activity is an important part of using the VLM program. This guide will help you start using the program's powerful but easy-to-use tools to plan activities that are right for you.

After completing Lesson 5, the Activity Plan can be accessed from anywhere in the VLM program by clicking on the PLAN AHEAD tab at the top of the page.

The PLAN AHEAD page contains four sections:

1. The [Goals](#) section, which displays suggested eating and activity goals for the week to help you reach your target weight.
2. The [Weekly Calendar](#), which allows you to view activities that you've planned at a glance.
3. The [Activity Plan](#), which you will use to plan out your activities for the week.
4. The [Daily Totals](#) section, which displays total steps and minutes planned and if they meet your daily goal.

How To Create Your Own Activity Plan

1. Navigate to the Plan Ahead page.
2. On the Weekly Calendar, click on the day you want to add to or change.
3. Click the "Add a New Activity" link in the Activity Plan
4. A pop-up window will appear, titled "Add Activity" and will display the date you are adding an activity to.
5. Choose your activity, category, minutes and intensity from the drop down menus.
6. If you would like the activity to be repeated during the week, checkmark the boxes for the corresponding desired days.
7. Click the Save button.
8. The activity will now appear in the Activity Plan, which also includes any other planned activities for the day. The Activity Plan displays the name of the Activity category, the specific activity planned, how many minutes planned, and the "Favorite" status.
9. The Weekly Calendar will also display an icon corresponding to the activity added
10. The Daily Totals section will update to display the total number of VLM Steps and Activity Minutes for the day based on the Activities planned.
11. Repeat for additional planned activities.

How To Edit an Item That is Already in Your Plan:

1. Click the Edit link for the Activity you would like to edit
2. Use the pop-up menu that appears to make changes to the activity.
3. Click SAVE to save your changes or CANCEL to cancel your changes.

How To Delete an Item in Your Plan:

1. Click the trash can icon for the Activity you would like to delete.
2. The activity will be removed from the Daily Activity Tracker.
3. The Activity icon will also be removed from the Weekly Calendar.

How To Use Favorite Activities:

1. After adding an activity to the Activity Plan, you have the option of marking it as a Favorite Activity by clicking the star under the “Favorite?” column. This will save the Activity name, Specific name and number of minutes.
2. Activities that have been marked as Favorite will be listed in the “Add a Favorite Activity” section. You can drag and drop a Favorite Activity from this section into the Activity Plan to add it automatically.
3. You can delete a Favorite activity by clicking on the “Favorite” star. This will mark the activity as a non-Favorite and remove it from the Favorites list. Alternatively, you can also hover over the activity name in the Favorites list and click the trash can icon.