

**2011 Florida Trek
Weekly Exercise Log**

NAME Joe Employee

DEPARTMENT Admin Services

PHONE # 337-1234

DAY	DATE	ACTIVITY	DISTANCE
MONDAY	6/6/2011	walked 1 hour	4.00
TUESDAY	6/7/2011	bike 20 miles	20.00
WEDNESDAY	6/8/2011	weights 30 mins, walked 30 mins	4.00
THURSDAY	6/9/2011		
FRIDAY	6/10/2011		
SATURDAY	6/11/2011		
SUNDAY	6/12/2011	walked 45 mins	3.00
TOTAL MILES			31.00

Notes

Ran 4 minute mile! Lost 2 lbs!

Bonus/Challenge

Met this week's challenge - exercised with family

Notes

You can make your own notes here, can pertain to your activity, your mood, consistency, weight loss, etc.

Bonus/Challenge

Use this box for weeks when there is a challenge or bonus to indicate whether you met the challenge and what you did

DATE

To create a consecutive list of dates in Excel

1. Type the first date in the list, for example 6/06/11, in a cell.

2. Select the cell and use the fill handle



(fill handle: The small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross.)

Drag the fill handle down to fill in a list of consecutive dates.

ACTIVITY

List the exercise you did that day, running, cycling, soccer, etc. Do **not** list things like incidental walking, yard work, house work, etc

DISTANCE

Calculate the mileage based on actual mileage or 1 mile for every 15 minutes of activity.

TOTAL

The weekly total calculates automatically when you put in your daily mileage.