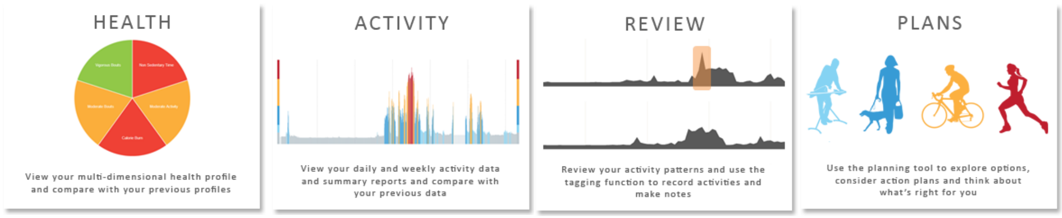
Mi-PACT

Lifestyle Coach Manual



UNIVERSITY OF BATH

Contents

Introduction

Physical activity is a very important part of lifestyle. For those men and women identified as at risk of chronic disease physical activity can have a very powerful positive effect on future risk, if only we can get people to change their behaviour. Unfortunately, people find it hard to judge their physical activity status (often thinking they are more active than they actually are) and find it difficult to know whether or not a change in their behaviour has had a meaningful impact.

We are learning more about physical activity and health all the time. It is becoming increasingly clear that there are different ways to harness the protective properties of physical activity because there are multiple aspects to this behaviour that are independently important. This means that we do not all have to do the same thing i.e. one size does not fit all!

Rapid developments in technology mean that we can now accurately measure people's physical activity and provide personalised feedback in the form of pictures and information graphics. This means that we can promote a variety of personalised physical activity choices with options tailored to an individual's need and preferences[1] to help them with decisions about their behaviour.

Funded by the National Prevention Research Initiative (Medical Research Council) the aim of the Mi-PACT Project is to find out whether, when we provide people with feedback on their physical activity as pictures and graphics coupled with advice and support from lifestyle coaches, this is more effective than existing (usual care) approaches in encouraging physical activity, reducing future health risk and improving well-being in adults at increased risk of heart disease or type 2 diabetes.

This manual sets out the Mi-PACT study content to be delivered in each session and is designed to be used alongside a web-based platform for providing feedback to participants.

As a research study, we are testing the feasibility as well as the effectiveness of the Mi-PACT intervention. Thus, it is important for us to be confident that sessions are delivered in the same way, and as set out in the protocol. This is why we provide comprehensive training and resources to support session delivery and request that you complete a checklist at the end of sessions to confirm what was covered. There will be a chance for you to have a say in the way sessions are delivered in the future, as we will consult with you at various points along the way to get your feedback on how you found the process, what works well, and how things may be improved.

We appreciate that you already have excellent skills for working with people to promote healthy lifestyles and your skills are essential in making the programme a success. Good luck and we hope that you find delivering the Mi-PACT study enjoyable and rewarding.

The MiPACT Team.

[1]Thompson, D. & Batterham, A., Towards Integrated Physical Activity Profiling. PLoS ONE, 2013. **8**(2): p.e56427. http://www.plosone.org/article/info%3Adoi%2F10.1371%2Fjournal.pone.0056427

What does the project look like?

- In this study, we will recruit ~200 men and women aged between 40 and 70 years who are at least at moderately increased risk of future heart disease and/or type 2 diabetes.
- Recruitment will take place from March 2014 to July 2015
- One-third of participants will receive at least "usual care" from their general practice team.
- Two-thirds of participants will receive technology-enabled feedback on their physical activity and receive extra support from a Lifestyle Coach on 5 occasions over 12 weeks.
- Participants will attend assessment clinics at baseline (pre-intervention), 3 months (post intervention) and 12 months.
- The study timeline is outlined below…

Note that the participants are handed over to you for coaching sessions! (See below)

Time (weeks)	Visit	Action	Usual Care	Intervention
-2	1	Screening and Baseline	45-60 min	45-60 min
		Randomisation		
0	2	**Coaching session**	20 min	80 min
2	3	**Coaching session**	N/A	30 min
4	4	**Coaching session**	N/A	30 min
8	5	**Coaching session**	N/A	30 min
12	6	**Coaching session**	N/A	30 min
~12	7	3 month assessment	30 min	30 min
		Follow-up phase		
~52	8	12 month assessment	30 min	30 min

What will the process be for participants?

Baseline Assessment and Screening Clinic (45 - 60 min)

Where patients can find out more about the study and agree to take part if they wish.
To assess eligibility, the following measurements will be taken: height, weight, waist circumference, blood pressure and a fasting blood sample. Patients will be given an activity monitor to wear for one-week, and questionnaires to complete on motivation and well-being.

Randomisation

Based on the results of blood tests and activity data, patients will be contacted by the research team to confirm their eligibility to take part. Patient details will be entered into a secure computer program which decides randomly which treatment they will receive.

"Usual Care"

One-third of participants (72 people)

Will continue to receive "usual care"
Will attend a 20-min specialist lifestyle coaching session for up-to-date information about physical activity and health.
At the end of the study these participants will receive the same type of personalised information feedback that the other group (Mi-PACT) received using their own data.

Mi-PACT

Two-thirds of participants (144 people)

Will receive the same treatment as in the usual care group but will get extra help to increase their physical activity.
Will see a specialist Lifestyle Coach on 5 occasions over a 12-week period and receive technology-enabled feedback in the form of personalised physical activity profiles. The first of these sessions will take 80 min and subsequent sessions 30 min.
They will be given activity monitors to wear for 12 weeks and will be asked to record any conscious changes to their activity.

Follow-up Assessment Clinics (30-min)

Participants will be seen again at 3 and 12 months to repeat the clinical measures taken at the screening visit (including activity monitoring and the completion of the questionnaire pack).

If participants choose to opt-in, three 30-min visits will be arranged for the assessment of their body composition at baseline, 3 and 12 months (to be held at the University of Bath).

Roles and responsibilities (researchers and GP practice)

- Identify potential participants and conduct baseline screening clinics
- Randomise eligible participants into the study (control or intervention groups)
- Allocate lifestyle coaches to specific practices and participants
- Co-ordinate with the practice, participant and coach to book the first coaching session
- Provide lifestyle coaches with all training, equipment and session materials
- Let the coach know in advance which session to audio record
- Periodically collate information (e.g. session checklist, adverse event reports, participant attendance figures) and provide additional materials as needed
- Arrange and conduct follow-up assessment clinics at 3 and 12 months
- Troubleshoot (including technical support for activity monitors and the platform)

Roles and responsibilities (the Lifestyle Coach)

Initial Activities

- Attend all coaching sessions, familiarise yourself with all project materials and equipment, and ask any questions if you are unsure about anything
- Liaise with the GP and researchers regarding arrangements for coaching sessions
    - Clinic dates and times, access to practices/rooms and internet access (e.g. Wi-Fi)

Pre-session

- Send participants a reminder text or e-mail regarding their session date and start time
- Check that you have all the session materials that you will need
- Remember to login to the platform to see how the participant has been getting along and use this to prepare for the session

During sessions

- Login to the participants profile ready to start the session
- Clarify with the participant any changes to their medications of if they have experienced any adverse events (and complete the related form as needed)
- Stick as closely as you can to session guides
- Complete the session checklist and summary document after each session
- Arrange a date and time for the participants next session

After sessions

- Contact the research team immediately if a serious adverse events is noted
- E-mail participants if they did not attend the session (copying in the research team) and offer them dates/times for their next session

Working with participants

Note: Adapted from DOH NHS Health Trainer Handbook 'Improving Health: Changing Behaviour'

Behaviour change is more effective if people are engaged in thinking about their own solutions and setting their own goals. The role of the lifestyle coach is to teach participants the skills they need to actively set their own behavioural goals, self-monitor and manage their own behaviour, rather than simply 'telling' or giving advice. Behaviour change will be most successful when the participant decides if and what they want to change.

Establish rapport

One of the first things to do when meeting a participant for the first time is to establish rapport with them. Some simple tips include making eye contact, introducing ourselves and using the participant's name. Consider the physical surroundings where the meeting is taking place. Is there privacy for the participant? The participant's expectations of the session will also influence rapport. Therefore you need to find out what they were expecting, and to explain the role of the lifestyle coach clearly.

Communication skills

Use communication skills such as active listening to learn about the participant. Active listening is not just about hearing what the participant says; you need to check that you understand what they are saying (see next section on finding out about the participant). Ask open questions (that is, questions that require more than a 'yes' or 'no' answer). What are they hoping to get out of the sessions? How do they feel and think about their informational feedback?

Change is not a smooth process

It is important that the participant understands that successful behaviour change is not a smooth process and it takes time and effort. Encourage them to think of behaviour change as a long process, where they build on each small success, learning from any setbacks.

Encourage the participant to set goals that are important to them

It is important to avoid jumping ahead and deciding on a goal for the participant – A partnership approach to goal setting should be taken. Whenever possible, participants should be encouraged to decide on their goal themselves. Remember to check and summarise everything the participant says to you at regular intervals.

Finding out about the participant

Note: Adapted from DOH NHS Health Trainer Handbook 'Improving Health: Changing Behaviour'

Don't just hear, understand

Active listening is not just about hearing what the participant says; you need to check that you understand what they are saying.

Do you know what the participant means?

Everyone has different ways of thinking and expressing their ideas. Do not take it for granted that you know what the participant means, or what thoughts and beliefs are behind what they are saying. Repeat in a clear way what they say to you and check that you have understood them correctly.

Ask open-ended questions to get more information, for example:

Participant: I would like to do more physical activity but when I come home from work I just haven't got the energy, and I tend to just sit down on the couch.

Lifestyle Coach: So you would like to do more physical activity, but you haven't got the energy when you come home in the evening. What kind of things contribute to you having low energy?

Don't say "I'll tell you what to do…"

Try not to give advice or tell the participant what to do as this is not the most effective way of changing behaviour. They may start thinking "They're not listening to me", or "They don't understand me, why should I do what they tell me?"

Here is an example of how giving advice may **not** motivate the participant to change:

Lifestyle Coach: Looking at your activity profile, you clearly need to be more physically active. You should try to avoid being sedentary for long periods in the evening.

Participant: But I'm exhausted when I come home from work and we typically sit down as a family to watch television to relax.

Lifestyle Coach: Well, perhaps you could all go for a walk or attend a fitness class together.

Participant: Yes, but we're all so low on energy and have so much to do in the evening. Besides, it is expensive to take the whole family to an exercise class.

Lifestyle Coach: Perhaps you could start by going to a fitness class yourself to set an example.

Participant: Well I know I should do that but…

Here is an example that avoids telling participants what to do:

Lifestyle Coach: You mentioned that you would like to do more physical activity, what ideas have you had about being more active?

Participant: Well, I guess I should try to be more active.

Lifestyle Coach: Looking at you profile, you can see times when you have been more active on some days.

Participant: Yes, I made a conscious effort to sit down less and to go for a walk at lunchtime, but it got more difficult after a while.

Lifestyle Coach: What kind of things made it difficult?

Helping the participant to think about their behaviour and what *they* are worried about, or what *they* believe, means that it is the participant who decides what is important and relevant. This will make behaviour change and maintenance more likely to succeed. Also, this avoids the 'yes, but…' pattern. If you come across this, it shows that you are giving advice rather than asking questions.

Ultimately, your role as a lifestyle coach is to help participants understand and clarify their behaviour – providing real examples of what participants could do better (in specific dimensions), including signposting to local opportunities.

Asking open questions

Open questions don't lead the participant towards an answer. Ask questions that encourage the participant to give you more information, i.e. questions that can't be answered with one word or yes/no (these are called 'closed questions'). Asking closed questions may suggest that you already know what the participant is going to say.

Closed questions:	Did that make you feel bad?
	Do you want to increase your physical activity?
Open questions:	How do you feel about that?
	What would be the benefits of increasing your physical activity?

It is very important to give participants time to answer. Some participants may take time to think about things that are new to them – don't be afraid of silences.

Do

- ✓ Summarise your understanding of the participant’s thoughts and feelings
- ✓ Look and sound interested
- ✓ Keep eye contact and use positive body language
- ✓ See things from the participant’s point of view (this doesn’t mean that you have to agree with them)
- ✓ Ask open questions to get more information
- ✓ Be curious rather than intrusive
- ✓ Give the participant time to think as well as talk
- ✓ Respond to what the participant is saying rather than trying to lead the conversation.

Don’t

- × Interrupt or finish sentences
- × Tell the participant what to do
- × Disagree or contradict (raise alternative possibilities)
- × Project your own beliefs or feelings onto the participant
- × Assume your experiences are the same as the participant’s
- × Constantly repeat the same paraphrases, e.g. “it looks like” or “you feel like”
- × Pretend you understand if you don’t. Ask for more explanation.

Confidentiality

Keep appropriate records but ensure that any confidential details (including those on computer) are kept securely and are accessible only to you, the participant, the participant’s general practitioner, and members of the research team. Also, check that the room/venue you are using to meet your participant has an acceptable level of privacy. Can your conversations be overheard?

Administrative requirements

Keeping track of participants

Your participant folder will include a sheet for recording participant information and for logging session attendance/completion (Data Collection B). We will ask you to keep this up-to-date and to e-mail us at least every month with this information.

If participants miss a session, please contact them as soon as possible (copying in the research team with any e-mail correspondence) to find out how they are getting on, and let them know they have been missed. While we can't force anyone to stay in the study, this does give you an opportunity to discuss any barriers they have that may have prevented them from coming, or discovering if it was just a one-off. Encourage the participant to come back to the next session and confirm a date and time for this session. Suggest that they continue as planned from the previous session and encourage them to continue to self-monitor (unless this was part of the issue).

Audio recordings sessions

One of your responsibilities will be to take audio recordings of a sample of sessions. This will inform our process evaluation and will help us to refine the intervention at the end of the project. For example, any elements that are difficult to deliver can be ironed out, and we may be able to simplify or further focus the intervention for use in future applications.

Participants will already have indicated whether or not they grant permission for their sessions to be recorded (in the initial consent meeting). We will randomly select a sample of participants and sessions to be recorded. You will need to check with participants that they are still happy for the session to be recorded before you start. Please provide participants with the rationale that we have given you – the purpose being for us to assess how the different elements of the intervention work in practice, and give us a basis for improvement. All information gathered in this way will be treated in strictest confidence and not associated with people's names in any way.

You will be issued with a digital voice recorder. Prior to any sessions you record, please check the recorder is working, and set it to record once the session starts. Ideally, please clearly state the participant code, date and session number before you begin so that this is permanently recorded on the same file as the session itself.

At the end of the session please download the recording onto your research laptop at your first opportunity, and save it. Files should be emailed to the research team at Mi-PACT@bath.ac.uk. Please title files in the following format:

Participant code, session number, venue, your initials, date…

e.g. 001_S3_GP practice name_ABC_1-1-14

Session checklist and summary

At the end of each session we ask that you complete a checklist (Data Collection A). You can also use this form to make notes to help with your next session and to provide us with feedback.

We hope that you will be able to cover all topics outlined within each session plan (so that we can ensure that participant across groups have received the same treatment), but appreciate that this may not always be possible and it is important that we know the reasons which may prevent this. Please keep the completed checklists in your manual and a member of the research team will collect these from you periodically.

It is important that they are completed immediately after the session, not at a later stage when it may be hard to remember what happened.

Tracking changes to medications and normal care

As a research project, it is important we are aware of any changes that may impact the interpretation of our results. As such, your participant folder will include a form for recording any changes to participants' medications or the support they receive (as part of normal care) that may contribute towards changes in weight or physical activity (e.g. enrolment on other lifestyle supportive interventions since the start of the project). We ask that you clarify this at the beginning of sessions (control and intervention groups).

Safety reporting

Although our intervention does not involve a medicinal product and has a low risk of harm to participants we are following Good Clinical Practice guidelines for adverse event reporting. If a participant reports an adverse event you should note this on the Adverse Event reporting form (see Participant Folder). If a serious adverse event is reported (e.g. requires unplanned hospitalisation) this must be reported to the research team immediately so that this information can be considered by the study medical monitor.

As an example, some people do not always find the activity monitor all that comfortable to wear (perhaps particularly overnight). This in itself is clearly not an adverse event and referral to proper wear instructions can help with this. The most likely reported risk, occurring in only a minority of cases (and particularly in those with sensitive skin) is a mild skin irritation or soreness. If reported, this constitutes an adverse event (but not a serious adverse event) and should be recorded. Following proper wear and cleaning instruction often resolves this issue. If irritation is reported and is causing discomfort and concern, please advise that the participant discontinues use and to await contact from a member of the research team to advise them on what can be done. Please contact the research team regarding any such event.

Sources of support

If you need to get in touch with a member of the research team please email the following address and the relevant team member will be in touch:

Mi-PACT@bath.ac.uk

Your first point of contact for administrative issues (e.g. booking rooms, getting further copies of paperwork, participant information, reporting adverse events etc) is our project co-ordinator and research nurse. For information or troubleshooting regarding the session content or technology (monitors or web-based platform), please contact the trial manager or principle investigator (contact details for the research team are provided separately).

Coaching Sessions

There is quite a bit of work to get through on each occasion, so sticking roughly to the suggested timings (see coaching session guides on subsequent pages) is going to be important. The main threat to time is discussions going off track. You can explain that there are certain elements of the session that need to be covered in order for the participant to have all the information and skills they need, but that if these are completed early then there will be the opportunity to revisit discussions later. Don't be afraid to stop discussions that do veer off track.

In case a session does run over by a few minutes (either because of an overly lengthy discussion or because a participant was a few minutes late to arrive), it would be prudent to leave short gaps (e.g. 10-15 min) when booking participant sessions within a given clinic.

Sessions are as follows:

Session 1 (A) – Introductory messages, 20 min (both groups)

Session 1 (B) – Getting started with Mi-PACT, 60 min (intervention)

Session 2 – Thinking about change, 30 min (intervention)

Session 3 – Planning change, 30 min (intervention)

Session 4 – Reviewing change, 30 min (intervention)

Session 5 – Sustaining change, 30 min (intervention)

See session outlines on the next page…

Session	Aims and Objectives
1A	AIM: To provide all participants with standardised messages and links to resources on vascular disease risk, physical activity for health and general lifestyle advice. OBJECTIVES – by the end of the session you will want the participant to: ➢ Recognise the project aims and understand the benefits of taking part. ➢ Understand disease risk and that things can be done to lower their risk. ➢ Have discussed their personal views and understanding of physical activity. ➢ Be aware of current physical activity guidelines, available options and the benefits of being more physically. ➢ Receive a factsheet on physical activity along with links to on-line resources for further information on vascular disease, physical activity and lifestyle advice.
1B	AIM: To help the participant to familiarise with the web-based platform and understand their own activity data so they can begin to think about the need to change. OBJECTIVES – by the end of the session you will want the participant to: ➢ Recognise the overall aims of the MiPACT programme. ➢ Be aware of the multiple dimensions of physical activity behaviour that are good for health and that these can be captured by advanced monitoring technology. ➢ Be familiarised with using the monitoring technology and navigating the web-based platform; as well as having the confidence to use and explore its features at home. ➢ Gain an initial insight and understanding of their baseline data. ➢ Appreciate which personalised behaviours have contributed to each dimension. ➢ Start to think about their individual needs, aspects of their current behaviour that they enjoy and the options and choices that are available.
2	AIM: To ensure that the participant understands their personal data, is comfortable with self-monitoring and using the platform, and has the confidence and motivation to start making plans towards improving at least one aspect of their physical activity behaviour. OBJECTIVES – By the end of this session you will want the participant to… ➢ Understand their data in each section of the platform and be able to use it to make informed decisions about their behaviour. ➢ Appreciate which aspects of their health profile are relevant to them and their personal needs and which aspects they may wish to try and change. ➢ Have the skills, desire and confidence to self-monitor and use their personalised feedback and the interactive aspects of the platform to review their behaviour, set goals and make action plans.

3-5	AIM: To continue to ensure that participants are comfortable with self-monitoring and to: review the impact of any changes on goals; support efforts towards being more physically active; assist with the recalibration of personalised goals and action plans; appreciate progress and plan for sustained modification. OBJECTIVES – After completing these sessions you will want the participant to… ➢ Have a good understanding of their personalised feedback and understand the impact of any changes they have made. ➢ Have the necessary skills to review and refine specific goals and action plans within the context of the individual's existing behaviour and lifestyle. ➢ Be able to identify opportunities for achievable but sufficiently meaningful modification. ➢ Have a clear view of their progress (by using the multidimensional profile to reflect on what has been achieved) and to develop a future action plan towards long-term change. ➢ Have the intent, ability and confidence to continue making positive behavioural changes in the absence of the objective tailored feedback.

Please note: Session content will inevitably be determined by the rate of progression of the individual and sessions will need to be tailored accordingly. Suggestions for adapting session content to meet the specific needs of the participant are provided in training and session guides.

Session guides

Session guides are your primary “working” resource to help you deliver the sessions.

We have provided structured session guides to help ensure that the project is delivered in the same way. However, we fully appreciate that you may need to adapt the session structure to meet the local situation and individual participant requirements. There is information within guides to help with this, but we also encourage you to draw from your experience of working with participants to adapt the content where appropriate to get back on track.

Session guides provide detailed information on session content as well as suggested scripts and helpful hints and tips. The reasons we have provided scripted parts is to demonstrate how topics could be discussed with participants (and within the spirit of the intervention).

We don’t envisage you reading scripts out word for word, or working through session guide content step-by-step but rather to familiarise yourself with the content and tone, and then deliver this in your own style – but using the session guides to provide meeting structure.

Using session outlines and guides

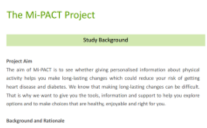
Scripts are highlighted as quotations and/or in quotation boxes and in grey or green font.

“You were invited to take part in the study because…”

“You were invited to take part in this study because…”

Key points or comments are highlighted in coloured boxes (grey or green) or emphasised in **bold** font or CAPITALISED.

Pictures and text boxes on the right side of the page will direct you to other resources or highlight where you should be within the platform.



Grey boxes indicate where you should be on the platform (or in the wider manual) at this point of the session and may be supported by a screen shot image of what the platform page should look like.

SUPPORT SCREEN

Green boxes indicate what you should be handing out to participants, what resources are available to show participants, as well as other information (e.g. data collection sheets) that you may need.

APPENDIX **A**

Session 1A – Introductory Messages

1) Thank the participant for attending and introduce yourself as a Lifestyle Coach for Mi-PACT.

2) Explain what the first meeting involves and where we hope to get to in today's session.

"Let me tell you a bit about what we're hoping to achieve in today's session. We'll begin by discussing the project, your group allocation and what's involved. We'll talk about risk of cardiovascular disease and type II diabetes, how physical activity can help and where to get more information."

3) Briefly remind the participant what Mi-PACT is all about.

"The aim of Mi-PACT is to find out whether, providing feedback on people's daily physical activity as pictures coupled with advice and support from a lifestyle coach is more effective that existing (usual care) approaches in encouraging people to engage in physical activity."

4) Talk the participant through their group allocation, what this involves for them and highlight the benefits of taking part.

""You'll have already heard from the research team that you are in the [CONTROL / INTERVENTION) group. This means you will…" (*See detail below*)

CONTROL

- ✓ Receive usual care from your GP
- ✓ Get up-to-date information about physical activity for health (in today's session)
- ✓ Repeat your baseline measurements again at 3 and 12 months
- ✓ You can choose to have your body composition assessed at 0, 3 & 12 months
- ✓ Receive the same type of personalised feedback provided to the Intervention group at the end of the study
- ✓ Receive a £50 voucher at the end of the study

INTERVENTION

- ✓ Receive usual care from your GP
- ✓ Get up-to-date information about physical activity for health (in today's session)
- ✓ Repeat your baseline measurements again at 3 and 12 months
- ✓ You can choose to have your body composition assessed at 0, 3 & 12 months
- ✓ Get extra help to increase your physical activity via coaching sessions and feedback
- ✓ Receive a £50 voucher at the end of the study

5) Check the participants understanding of risk – highlighting that everyone has some level of risk and that there are things we can do to lower our risk e.g. such as physical activity.

RESOURCE A

APPENDIX A & B

"You were invited to take part because you were shown to be at increased risk of heart disease or diabetes in the next 10 years. It is important to know that everyone is at some risk and that the chances of having problems with our health increases with age. Importantly, there are things we can do to lower our risk:"

- Maintain a healthy weight
- **Be physically active**
- Stop smoking
- Eat a healthy & balanced diet
- Cut down on alcohol

6) Explain that Mi-PACT is all about physical activity. Briefly ask the participant about their views and understanding of physical activity.

"What does physical activity mean to you?"

"Are you aware of how much physical activity is recommended for health?"

"How do you think physical activity can help – what are the benefits?"

7) Hand-out and talk through the session FACTSHEET on physical activity guidelines, options and benefits, highlighting where to find more info.

HANDOUT A

8) Close the session by briefly summarising what has been covered and ask "does this all make sense and do you have any questions?"

9) Remind the CONTROL group that there next activity will be to attend an assessment clinic with a researcher in approximately 12 weeks' and that a researcher will be in touch to arrange a meeting date and time.

10) Explain to both groups that they will receive an activity monitor through the post in ~8 weeks with instructions on how to wear and return.

11) Thank the CONTROL group for attending and "I hope you found today's session useful". For the INTERVENTION group move to Session 1B.

SESSION END

Session 1B - Getting Started with Mi-PACT

Introduction (5 min)

1) Welcome the participant to Mi-PACT; explain your role and the methods you will use. Emphasise that your way of working with be a partnership.

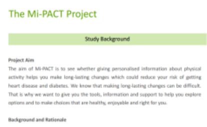
> "I'm here to work with you over the next 12 weeks to help you monitor and understand your physical activity and the options available to help you make changes to improve your health"

2) Explain what the first meeting is all about and "where we hope to get to." Check that the participant agrees with the plan, "does that sound ok?"

> "We now have approximately one hour. I hope to use this time to:
>
> a) Provide you some background information about the project
> b) To familiarise you with our website (for viewing your personalised feedback) and explain how to use your activity monitors
> c) Discuss and help you understand your baseline physical activity profile

3) Explain what Mi-PACT is about – Discuss the multidimensional nature of physical activity and how with new technology we can give you feedback

SUPPORT SCREEN


The Mi-PACT Project

Study Background

Project Aim

The aim of Mi-PACT is to see whether giving personalised information about physical activity helps you make long-lasting changes which could reduce your risk of getting heart disease and diabetes. We know that making long-lasting changes can be difficult. That is why we want to give you the tools, information and support to help you explore options and to make choices that are healthy, enjoyable and right for you.

Background and Rationale

> "We now know that there are more ways to benefit from physical activity that we first thought - there are different 'dimensions' that can all benefit your health. This is great news as it mean that we do not all have to do the same thing and you can makes changes that suit you"
>
> "Advances in technology mean that we can now give you personalised feedback to help you understand your behaviour and make changes that are tailored to you and that you find enjoyable and sustainable".
>
> "We know that making long-lasting changes can be difficult – we want to give you the tools, information and support to help you."

Emphasise that this is a unique opportunity that is only available to them for the next 12 weeks – the more they engage the more they get out!

FOR THE REST OF THE SESSION YOU CAN ALSO REFER TO THE USER MANUAL IF HELPFUL IN ILLUSTRATING A POINT OR REASSURING THE PARTICIPANT

HANDOUT B

Familiarising with the platform and baseline profile (30 min)

1) Explain that "we will now go through your baseline physical activity data **or profile** and familiarise you with the Mi-PACT website **or platform**"

Highlight that there is quite a lot to get through today but not to worry about trying to remember everything as they will be provided with a user guide to take home and can work through in their own time.

2) Establish whether or not the participant will have access to the internet and be in a position to download the software. If YES, continue with session content. If NO, see below…

Highlight that this is not a problem as they will still have access to you and their personalised feedback at coaching sessions, and will still be able to view their data if they can access the internet.

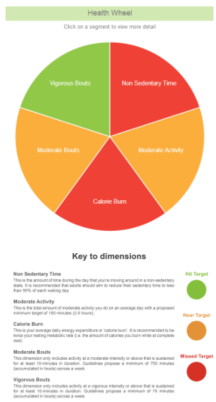
3) Go to the HOME Screen. Explain how to access the different sections of the platform using the top toolbar or the large buttons. Briefly summarise what each section is about (*using the text description detailed on screen*).

HOME SCREEN

FOR THE FOLLOWING SECTIONS ALSO REMEMBER TO EXPLAIN HOW YOU ARE NAVIGATING FROM ONE THING TO ANOTHER. BE PREPARED TO SPEND MORE TIME HERE IF NEEDED AND PROVIDE REASSURANCE AS REQUIRED.

HEALTH

4) Go to the HEALTH tab; briefly explain what is shown on the screen.



"This is your health wheel. The different segments represent the different aspects of your physical activity that are important for health. The colours represent how you are doing in each dimension"

5) Go to the KEY tab and use this to explain the different dimensions and what the colours mean. Check that the participant understands.

Green you are above the guide value but there is still room to improve

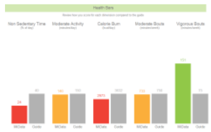
Amber you are on your way to meeting the guide value

Red you are below the guide and have the most room for improvement

RESOURCE
B, D, E

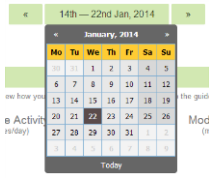
6) Return to the health wheel and allow the participant time to look at their data and ask any questions. Help them to understand their wheel.

7) Demonstrate how to click on a segment to get more information and how to ‘toggle’ to the Health Bars to see all dimensions at once.



Be prepared to help participants understand their data and allow them to begin to think about what they may be able to change.

8) Demonstrate how to scroll and use the calendar menu – highlight that this is the same for every part of the website.



9) Point out how the health profile is calculated to help people get the most out of this part of the platform.

“The Health profile needs 7 days of complete data. For a day to count the monitor must not be off-body for longer than 3 hours of your waking day”

ACTIVITY

ACTIVITY SCREEN

10) Go to the ACTIVITY tab; briefly explain what is shown on the screen BUT do not discuss their data at this point.

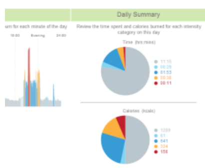
“On the left of the screen is your daily activity for the last 7 days. Above each day you see the day, date and the number of calories you have used. The pie chart on the right summarises your activity data. Everything is colour coded to show hard you were working.

11) Go to the KEY tab and use this to explain the intensity thresholds and help the participant to understand what the colours mean.

12) Return to the ACTIVITY screen and allow the participant time to look at their data and ask any questions.

At this point, ask the participant if there is a day that they would like to focus on. This is an opportunity for you to highlight something they have done well

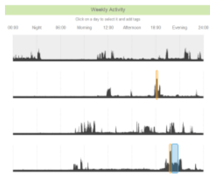
13) Demonstrate how to select a day and explain that the pie charts now provide an average for that day. Explain the data and check understanding.



THE FOLLOWING TWO SECTIONS SHOULD BE DISCUSSED IN BRIEF. EXPLAIN THAT THERE IS MORE INFORMATION IN THE USER MANUAL AND THAT YOU WILL REVISIT THESE SECTIONS IN SUBSEQUENT SESSIONS.

REVIEW

REVIEW SCREEN



14) Explain what the REVIEW section is about and demonstrate how to select a day and the process of tagging and editing. It is useful here to use the positive behaviour you identified previously as your example.

"The purpose of this section is for you to keep a record of your activities and understand your activity patterns i.e. what do I do, how many calories does this burn, when and how often am I active?"

Check that the participant understands and is comfortable trying at home.

At this point, you should float some ideas (and suggest that they experiment and try new things) such as:

- Why not go for a walk
- Simply try sitting down less often in the day
- Perhaps take part in structured activity e.g. an exercise class

"We can then review and discuss what you have tried in the next session"

PLANS

PLANS SCREEN

15) Briefly explain that the PLANS section "allows you to look at the effects of being more active on your health profile". Briefly explain the screen.

16) If there is time, select the positive behaviour you identified previously (or some other pre-set activity) and insert this over some inactive time. Show how this changes their health profile.

Point out that this will be covered in more detail in later sessions. You could also highlight that this section relies on you wearing the monitor as much as possible and needs consecutive days of complete data.

Downloading software and using the monitor (15 min)

HANDOUT B

1) Explain that you will now spend the next 15 min discussing how to download the software (if appropriate) and use the armbands

2) Walk through the process of downloading the software – drawing the participants' attention to the user manual instructions as you go

1. Go to the Mi-PACT login page
2. Enter your e-mail address and password
3. Go to the SUPPORT tab and follow the steps in succession.

The participants e-mail is the one they provided to the research team at the consent meeting. Check this with the participant by going to the 'User' tab. Their password will be their first and last names combined in lower case with no spaces or hyphens e.g. johnsmith

3) Explain the key points on how to use and wear the armband

- Wear the monitor on the back of the upper left arm **with the writing at the top**
- Secure the strap but **not too tightly**
- Activation is delayed and indicated by audio tones
- Be sure to remove the monitor for showering and water-based activities and **remember to clean the monitor and your upper arm** (daily)

4) Demonstrate how to remove the sensor and charge the battery using the USB cable (and mains charger if needed)

Highlight that they should aim to connect the monitor to their PC regularly to upload data and charge the battery.

5) Talk through how to connect the monitor to the PC and how to upload their data – Using Google Chrome only!

6) Highlight that they should contact the research team if they have any technical questions with the monitor or website

Mi-PACT@bath.ac.uk

Closing the session (10 min)

1) Briefly summarise today's session

2) Acknowledge that there has been a lot to take in BUT highlight that they have a user manual to help them get started at home and that they can go through things again in subsequent sessions.

3) Before the next session, encourage the participant to setup the software and get started using their monitor and uploading/viewing their data. Emphasise again that the more they use the platform over the next 12 weeks the more they will get out of it. For those without a PC reiterate that this is not an issue and to bring their monitors back to session so that you can upload their data.

4) Encourage participants to have some fun trying a variety of different things and to go at their own pace.

5) Hand-out and check that the participant has the following:

HANDOUT
A & B

- ✓ Armband monitor
- ✓ USB cable and mains charger (if needed)
- ✓ 1-page feedback sheet
- ✓ User Manual and Quick Start Guide
- ✓ An activity log (for recording their activities if they wish) – this is particularly relevant for those without a PC
- ✓ Their password and e-mail address

6) Arrange a date and time for their next visit and record this information.

7) Thank the participant for coming and hope that they found the session interesting and informative.

8) Complete the session checklist

SESSION
CHECK

SESSION END

Session 2 - Thinking About Change

Introduction (2-5 min)

APPENDIX E

1) Praise the participant for attending and explain the purpose of today.

"Today we have 30 minutes to answer any question you may have about the monitor/website and to help you understand your data so that you can start to think about which aspects you might like to change."

2) Ask how they got on downloading the software, wearing the armband and uploading/viewing their personalised feedback.

"How did you get on downloading the software"?

"Did you manage to access the website and upload you data?"

"Do you have any questions or comments?"

HANDOUT B

SESSION 1B

Troubleshooting

If the participant has not used the monitor or has a lack of interest towards the project or platform you may need to go back to SESSION 1B content to provide additional motivation and understanding. You should also anticipate technical questions regarding the technology and have the USER MANUAL available to help you talk through questions. Remember to empathise with the participant and explain that this is not a problem.

YOU MAY NEED TO SPEND THE MAJORITY OF THIS SESSION REMOTIVATING AND SUPPORTING CONFIDENCE AND UNDERSTANDING!

3) If the participant has used the monitor and uploaded their data you can continue with SESSION 2 content.

Review profile/platform (20-25 min)

HEALTH

1) Ask the participant to comment on their Health Profile.

HEALTH SCREEN

"What do you think of the health profile?"
"Did you try monitoring a particular activity?"
"How does seeing your personal data make you feel?"

2) Proceed to review the health profile with the participant and talk through any changes or points of interest. Be prepared to empathise with participants who are not doing as well.

APPENDIX **H**

RESOURCE **D & E**

Key points

- You do not need to be doing well in every dimension
- Focus on aspects that are of most interest to the participant and that can realistically be changed
- Those with predominantly red profiles have the most options
- There is room for progression even for those with green profiles

3) You may need to remind the participant what the dimensions mean and use examples to contextualise how each may be achieved. Check understanding before moving onto their ACTIVITY.

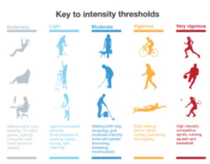
RESOURCE **B**

Appendix **D**

ACTIVITY

1) Ask the participant to comment on their Activity data, check their level of understanding and help them with anything they are unsure about. E.g. you may need to revisit the intensity key to explain the thresholds.

ACTIVITY SCREEN



"What are your impressions of your activity data?
"Do you understand what the data is showing?"

2) Take the time to discuss how their ACTIVITY data (and summary information shown in the pie charts) relates to their HEALTH data. Allow the participant to highlight things of interest to them and use these examples in your discussions.

Key points

- Help the participant make the link between their ACTIVITY data and HEALTH profile. For example, you can choose to discuss any aspect of the health profile (e.g. non-sedentary time) and show them in their ACTIVITY data (daily/weekly view or summary) where they have been sedentary or active. Remember to ask the participant what they were doing at a particular time to help engage them with the process.

REVIEW

REVIEW SCREEN

1) Check that the participant has used the review section

2) For those who have not used this section or who have had difficulties refer back to the user guide, explain why this section is so useful and demonstrate how to tag – focussing on something of interest to them! Encourage the participant to do some tagging before the next session.

HANDOUT **B**

"By accurately tagging your weekly data you should start to be able to see the contribution of different activities to energy expenditure."

"The more tags you use the more likely you will begin to recognise what different activities and intensities feel like."

"Hopefully you can then start to think about which of your current activities you enjoy and could potentially start doing more of."

3) For those who have been using this section, ask them to talk you through what they have tagged and how they found the reviewing process. Provide additional support and explanation where required.

A good scenario here is to help the participant identify and discuss their most and least positive behaviours

PLANS

PLANS SCREEN

1) Check if the participant has been using the planning section and, if so, discuss what things they have tried. Remember that plans are not saved on the website so you will need to ask participants what they have tried.

HANDOUT **B**

2) For those who have not used this section or have had difficulties, refer back to the user guide, explain why this section is so useful and demonstrate how to make some plans – focussing on something of interest to them! Encourage the participant to try making some plans from home and ask them to think about what they may like to try – provide examples here if needed.

"This section is so useful because it allows you to look at the effects of being more active on your health profile"

"As an example, perhaps you could think about repeating an activity that you already do on another occasions per week or perhaps try adding something completely different into your week"

"Remember that you can use the planning section as often as you like and revise plans to fit in with changes in your everyday life"

SESSION 3

3) For participants who have tried things you can work through what they tried and discuss options or progressions. If relevant, you could even refer to SESSION 3 content for those with the most understanding.

Key Points

Remember, that part of your role as the lifestyle coach is to help sell physical activity as a worthy pursuit that will benefit them. By this point you will have started this process in discussing the health consequences of their behaviour and by providing visual feedback.

Aim to help the participant clarify the 'pros' and 'cons' of taking up the new behaviour in order to motivate them to set and keep up with their personal goals. The planning section is particularly useful as it allows the participant to break down the common barrier of 'time' and can give perspective as to the amount of extra activity required for gains.

Closing the session (5 min)

1) Briefly summarise the session.

"Today we discussed how you have been getting on; reviewed your data and talked through possible options and plans."

"Are you happy with what we have gone through today and do you have any questions?"

2) If the participant is comfortable using the platform, understands their own data and is starting to communicate a desire and confidence to change, you should further encourage self-monitoring of their activity and to continue thinking about specific things they might like to change. You could also signpost the participant to local opportunities.

3) If the participant is still yet to fully grasp their data and the platform you should reassure them that they are doing well. Remind them to consult their user manual and that they will continue to get more support in the next session. Encourage them to experiment and have some fun trying different things.

"You mentioned that you would like to make changes. How might you do this?"

"It could be a good idea to start thinking about trying different things to see how these might influence your activity data and health profile"

"Remember to use the Quick Start Guide to help you use the platform."

3) Thank the participant for attending.

4) Arrange a date and time for their next visit and record this information.

5) Thank the participant for coming and hope that they found the session interesting and informative.

SESSION CHECK

6) Complete the session checklist

SESSION END

Session 3 - Planning Change

Introduction (3 min)

APPENDIX
F

1) Welcome the participant back and explain the purpose of the session.

"Today, we will begin by reviewing your data and then consider the choices and options available to you and the possibility of making some (new) action plans – Does that sound ok to you?"

2) Ask the participant what they have done in the past two weeks and identify/resolve any issues.

"How have you got on using the platform over the last 2 weeks?"
"Did you try anything different or have you seen any changes?"

Troubleshooting

If the participant has not used the monitor, lacks interest or has poor understanding revisit SESSION 1B and SESSION 2 as required to provide further education and to boost their confidence and motivation to engage. Remember to empathise with the participant and state that you can work on resolving any issues together.

HANDOUT
B

SESSION
1B & 2

4) If the participant has used the monitor, uploaded their data and has good understanding, you can continue with SESSION 3 content.

The focus of the session will be to help them plan for change and to discuss things they have already tried and work with them to refine their goals and action plans.

Review profile/platform (25 min)

HEALTH

SPEND LESS TIME HERE WHERE POSSIBLE AS THE PARTICIPANT SHOULD ALREADY HAVE A GOOD UNDERSTANDING OF THEIR DATA

HEALTH SCREEN

1) Ask the participant to comment on their health profile

"Have you noticed any changes in your health profile data?

Why do you think that is, what have you done?"

2) For those who have experienced little or no change you may need to empathise with them (avoiding any criticism or judgement). Determine if they express a desire to make changes and discuss (using their Health data) what aspect(s) of their behaviour they may like to focus on.

APPENDIX **H**

SEE: WORKING WITH PARTICIPANTS

For **negative** reactions you should be empathetic, understanding, explore their concerns and provide encouragement.

For **positive** reactions, you should reinforce their achievements through praise and encourage the participant to think about appropriate progressive goals.

3) For participants who have made positive steps you should praise them and acknowledge that they are on the right track. Allow the participant to highlight what they have tried and what impact this has had.

RESOURCE **D & E**

Key Points

- Use the Health Bars view to show them how close they are to colour changes and their proximity to guide values.
- Remember that you can scroll back through previous data to show progress from where they started in SESSION 1.

ACTIVITY

SPEND LESS TIME HERE WHERE POSSIBLE AS THE PARTICIPANT SHOULD ALREADY HAVE A GOOD UNDERSTANDING OF THEIR DATA

ACTIVITY SCREEN

1) Ask the participant to comment on their Activity data

"What do you think of your activity data – can you see how you activities have changed your health profile?"

2) Check to see if the participant understands how their activity data has impacted their health profile. Help the participant to understand which days and behaviours have had the greatest impact on changes to a given dimension.

Key Points

- Don't be afraid to let the participant lead initial discussions as this will give you a direction to focus upon and helps with their engagement
- However, try not to let things get too off track and make sure that the things you discuss in the ACTIVITY section relate back to the HEALTH dimension/behaviour(s) the participant was looking to change.
- Remember to tailor messages to the participants needs.

3) Compare the current ACTIVITY data with historical ACTIVITY data over the previous 4 weeks to highlight most and least positive behaviours and to emphasise how well they are doing.

Key Points

- Don't be afraid to highlight one or two examples to stimulate discussion by asking "what were you doing here?"
- Use the weekly and day views and summary pie charts as required to help demonstrate progress - focussing on aspects (related to their Health Profile) that they are most interested in (changing).

THE REMAINDER OF THE SESSION SHOUD FOCUS ON SUPPORTING THE DESIRE AND CONFIDENCE TO CHANGE AND MAKE PLANS

REVIEW

1) Begin by briefly reviewing the participants tags and check whether they are using this function as a means to understand their behaviour or simply because it is available.

REVIEW SCREEN

"I can see you have reviewed some of your data and added tags to it"

"Have you found this helpful in understanding your activity?"

2) If the participant has really engaged with this process and has been using this to think about and plan changes you could fast-track to the PLANS section to further discuss and refine their goals and action plans

PLANS SCREEN

3) If the participant has not used this section extensively and is less clear about its value, reiterate the importance of tagging in helping them to understand their activity patterns.

Key Points

- You could highlight an example of a positive behaviour; tag this activity and discuss what they were doing before, during and after the activity.
- Alternatively, you could tag a negative behaviour and then then (use the PLANs section to) add this to 'cover' something that is actually good - to show them how things they are already doing are positive.
- Remember that the review section is "helpful in understanding what you are already doing well, as well as when and where you do this successfully."

4) If appropriate, move onto the possibility of setting goals. Ask the participant if they have a specific goal in mind [if they have not already mentioned this]; revisit the HEALTH section if necessary to set a behavioural goal.

APPENDIX F

PLANS

1) Check if the participant has been using the planning section and, if so, discuss what things they have tried. If useful, reiterate the important of this section.

PLANS SCREEN

"The Plans section may be the most useful going forward as you look to determine what changes you could make to your existing behaviour or routine that would positively influence your health profile."

"Have you made any plans?"

"Has this helped you make any changes?"

2) For participants who do not fully understand how to use this section suggest that you work through an example together. Ask the participant to suggest something that they would like to try and demonstrate the process using the user manual for reference.

HANDOUT B

For these participants it may be more about understanding the basics at this stage rather than progressing onto specific plans. The take home message should be to have fun experimenting with different things and to continue using this aspect of the platform from home to start thinking about changes they may wish to make.

3) For participants who have used the PLANS section and understand its functionality and value proceed to consider the process of setting action plans in more detail and encourage them to set some Action Plans so that you can revisit these in the next session.

APPENDIX F

"You have expressed a desire to change your behaviour and hopefully the PLANS section of the website has been useful in helping you get started with this process. How about we spend a few moments looking at refining your plans and thinking about possible progressions?"

Key Points

- The participant may have already have set action plans and implemented changes (with or without using the planning section).
- You should praise and encourage them to continue improving and remind them to use the PLANS section to help with progression and in setting new (perhaps more ambitious) goals and plans.
- Refer back to their health profile to illustrate that there are still areas that they can work on.

Closing the session (2 min)

1) Ask the participant to summarise what they have learned and to confirm their goal(s) and action plan(s).

"Remember that you can continue to explore options and refine your plans in your own time using the planning section."

"We will look at how you got on next time and work together to review your options and think about progress – Does that sound okay?"

2) Encourage the participant to continue self-monitoring as much as possible and review the effects of any action plans and changes on their Health Profile and Activity.

3) Signpost to other opportunities where relevant.

4) Highlight that their next session is not for 4 weeks but that this is an opportunity for them to make some really positive changes and that there will be lots to discuss next time!

5) Arrange a date for the next visit.

6) Complete the session checklist

SESSION CHECK

SESSION END

Session 4 - Reviewing Change

Introduction (5 min)

1) Praise the participant for attending and explain the purpose of today.

APPENDIX G

"It's great to see you again – how have you been? Do you remember what we discussed in the last session?"

"Our focus today is to review your data from the last 4 weeks. We can discuss what worked well and what you have enjoyed doing and also think about what maybe didn't work as well."

"We can then work together to consider your options and how best to continue progressing over the next few weeks and beyond"

"Does that sound like a good plan to you?"

2) Ask the participant how they got on with self-monitoring over the last four weeks and troubleshoot where necessary.

"So before we take a look at your data, how do you feel you have got on this month and have you continued to get the most out of the platform?"

APPENDIX H

Troubleshooting

- Because the participant has been without contact for 4 weeks they may have lost some confidence or motivation to engage with self-monitoring and the platform.
- Be prepared to boost their motivation by really emphasising what they are doing well, what the platform can continue to offer and why it is important to keep trying new things.
- If needed, you can revisit selected content from early sessions to help with education, understanding and supporting their confidence.

Review profile/platform (20 min)

Note – discussing progress over time

With four weeks of monitoring to work with you can really start to help the participant to explore changes over time – you can even revisit how much progress they have made since their baseline profile.

Focus on changes in their HEALTH and ACTIVITY sections and use the REVIEW section to provide context and inform plans.

Participants may need help with problem solving (e.g. discussing barriers and facilitators) or how best to refine goals and plans (e.g. to be more realistic or fit-in with changes to their lives).

HEALTH

HEALTH SCREEN

1) Ask the participant to comment on their health profile

"Have you noticed any changes in your health profile?"

"Why do you think that is - what have you done differently?"

2) Check whether or not the particpiant feels their action plans had a positive impact on their HEALTH and ACTIVITY profile – perhaps navigate through weekly profiles to discuss progress.

3) Ask the partcipant if they are happy continuing to work on the same health dimension(s) as last time and/or to try something different.

RESOURCE **D & E**

Key Points – Where should participants focus their efforts?

- If participants have made good progress in a given dimension they should be free to continue working on this if they wish – this even applies to those who have achieved a green profile in this dimension.
- Others may be struggling with a particular dimension or simply fancy a new challenge.
- Use the ACTIVITY, REVIEW and PLANS sections to help them decide which dimensions(s) to focus upon.

ACTIVITY/REVIEW

USE THE ACTIVITY AND REVIEW SECTIONS AS REQUIRED TO HELP DISCUSS THINGS THAT HAVE TRIED AND THE EFFECT ON THEIR HEALTH PROFILE.

ACTIVITY SCREEN

REVIEW SCREEN

APPENDIX H

1) Ask the participant to discuss what activities they tried over the past few weeks and how this relates to their health profile. Use the ACTIVITY Daily or Summary data and consult the REVIEW section in discussing tags.

Key Points

- Invite the participant to lead discussions and show you what they have tried and when they tried it.
- Reinforce any positive behaviour and normalise less positive behaviours.

2) Check whether or not the participant is becoming sufficiently skilled to predict the effects of their planned changes on calorie burn and their HEALTH profile i.e. are they staring to become self-managing and less reliant on the review section for understanding their behaviour?

"Did you know what effect your planned activity would have before you uploaded your data and looked at your ACTIVITY and REVIEW sections? E.g., would you have been able to predict how many calories your burned and what intensity you were working at?

PLANS

PLANS SCREEN

1) Use the PLANS section to help the participant refine any goals and action plans looking forwards to the next 4 weeks.

Key Points

- When helping participants to set goals and action plans, ask them to reflect on what they enjoy and inherently value – rather than feeling guilt or external pressures to make changes.
- Remember to encourage participants to start building habits (in preparation for the removal of their feedback)
- Support the participant by suggesting how they can overcome any setbacks and ensure that their plans are realistic and achievable

Closing the session (5 min)

1) Ask the participant to summarise what they have learned and to confirm their goal(s) and action plan(s).

"Remember that you can continue to explore options and refine your plans in your own time using the planning section."

2) Encourage the participant to continue self-monitoring as much as possible and review the effects of changes on their HEALTH and ACTIVITY Profile.

Key Point

Highlight that they only have 4 more weeks with the platform and 1 more coaching session – so make the most of it while they can!

3) State that the next session will mark the end of the intervention. "In this session we will discuss your progress and how you can continue to make positive changes that are enjoyable and good for your health."

4) Remind the participant that they will shortly receive a wrist activity monitor through the post; along with instructions for wear. Mention that a researcher will be in touch soon to arrange their 3 month assessment.

5) Arrange a date and time for the next session.

6) Complete the session checklist

SESSION CHECK

SESSION END

Session 5 - Sustaining Change

APPENDIX
H

Introduction (5 min)

1) Praise the participant for attending and explain the purpose of today's session.

"It's great to see you again – how are you?"

"We now have our last session together to look over your recent data and discuss your progress over the last 12 weeks. This is an opportunity to think about what you have enjoyed and what things you may like to continue working on beyond the study"

"If there is anything you are unsure about or are finding difficult then we can discuss this today and think about ways to resolve any issues."

"Does that sound like a good plan?"

2) Ask the participant to recall their goals and actions plans from the previous session and how they got on over the last four weeks.

"Do you remember what we discussed in the last session and what things you planned to try and change?"

"So how have you found the last 4 weeks?"

"Do you think you were successful overall in making any changes to your physical activity and your health profile?"

Key Points – becoming your own health trainer

- The focus of this session for a given participant should be informed by how successful they have been in making changes.
- Review their most recent data (as in previous sessions) but focus primarily on the participant 'journey' - highlighting/praising what they have done well and how far they have come.
- The aim is for participants to leave this session with a good understanding of their physical activity behaviour and both the skills and motivation to continue making positive changes and sustaining change beyond the study.

Review profile/platform (20 min)

APPENDIX H

Key Points – tailoring the session

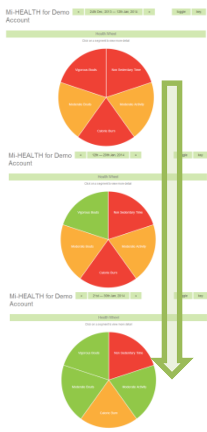
- To get the most out of the session you will need to spend some time familiarising yourself with what you know about this participant and how their data has changed over time.
- E.g., do you have a good handle on things they have done well and when these happened so you can reinforce these behaviours?
- Some participants will still need some support identifying and discussing problem areas or help revising goals and action plans. For others, your focus will be more around building habits and sustaining change i.e. the participant become the trainer!

HEALTH

HEALTH SCREEN

1) Begin by taking the participant through their health profile, looking at their most recent data before returning to baseline and exploring their progression through the 12-week programme.

"Why don't we take a look at where you started and think about how things have changed for you over the last 12 weeks?"



2) For the non-improvers point out positive changes in their health profile at a given time over the last 12 weeks (however small). Remember to provide praise and use examples to highlight that they have managed to make changes that impact their health profile – "You can do it"

3) For those who have been clearly successful, congratulate them on the things they have achieved and prompt discussions about how they may plan to work on and sustain these things in the future.

Note – Use the Health Bars view to help identify success

Don't forget to use the health bars view to look at the extent of changes relative to guide values – as participant may have made really positive steps BUT that did not lead to a colour change!

ACTIVITY/REVIEW

ACTIVITY SCREEN

REVIEW SCREEN

USE THE ACTIVITY AND REVIEW SECTIONS AS REQUIRED TO HELP DISCUSS HOW PROGRESS HAS BEEN MADE AND WHAT PARTCIPANTS MAY LIKE TO KEEP WORKING ON.

1) Ask the participant to highlight things they have tried over the last 4 weeks and how they think this has impacted their health profile.

2) Take some time to discuss and view the changes in participants ACTIVITY from where they started to where they are now. Use the REVIEW section to recap specific activities and reinforce positive behaviours.

3) Ask the particpant to tell you what they have done differently over the last 12 weeks and perhaps to focus on one or two highlights – provide praise and contextualise as required.

4) Prompt them to discuss what activities they think can become part of their everyday life and what things they can continue to experiment with or where there is still room for improvement.

PLANS

PLANS SCREEN

YOU MAY NOT NEED TO SPEND TOO MUCH TIME HERE UNLESS THE PARTICIPANT WANTS TO SPECIFICALLY LOOK AT OTHER THINGS THEY COULD CHANGE AND THE IMPACT ON THEIR HEALTH PROFILE

1) Ask the participant if there is anything that they would like to try in the PLANS sections to help them think about building upon existing behaviours or implementing new activities – work through as required.

> "Are there any further changes you would like to explore using the planning section - do you wish to look at these now?"

2) Discuss with the participant what things (action plans) they have in mind for coming weeks and months and clarify which health dimension(s) they may wish to maintain or improve looking forwards.

Maintaining Change (5)

1) Refer to and draw from the content below regarding tailoring discussions for maintaining change.

Appendix **H**

For those who have been successful…

- Congratulate them on being so successful
- Nothing more than a 'keep it up' message may be needed and a prompt to building habits.
- The next step is taking the skills they have acquired to maintain change and continue to make improvements.
- Persuade the participant they are capable of becoming their own Health Trainer by summarising what they have achieved, what they have learned and the process of making/sustaining change.

For those who have been less successful…

- Provide praise for how far they have come and highlight the things they have done well – emphasising they have and can make changes
- Remind them that behaviour change is a long process and that they can continue to make really positive steps if they focus on doing things they enjoy and perhaps that they had the most success with over the last 12 weeks
- Importantly, they need to be realistic with goals and plans and continue to make small incremental steps
- Signpost the participant to alternative services or sources of support local to them (if appropriate)

2) Together with the participant, summarise what they have achieved (e.g. in terms of increased physical activity and reduced risk) and what they have learned. Discuss the how to become their own trainer…

- ✓ How to decide on a health behaviour to change (and how important it is to them)
- ✓ How to set a SMART goal and action plan(s)
- ✓ How to review their behaviour (without the platform)
- ✓ How to revise goals and action plans (without the platform)
- ✓ Reminders about dealing with setbacks and habit building

Closing the session (5 min)

1) Summarise with the participant what they plan to do now and provide encouragement. Also, hand-out the end of study pack.

TAKE HOME PACK

"So would you like to go through what you plan to do from now on?"

"It sounds like you are well on the way to managing things for yourself."

2) Ask "is there anything you would like to say about our meetings and how things have gone?"

3) Remind the participant to continue wearing their wrist monitor but to return their armband monitor to you now. Also mention that they will have no access to the platform from this point.

4) Mention that a researcher will be in touch (if they haven't already) to arrange an assessment clinic and a body composition scan.

5) Finish with "I want to say how impressed I am by the progress you have made and wish you the best of luck in the future."

6) Complete the session checklist.

SESSION CHECK

SESSION END

Physical activity guidelines for adults

From Start Active, Stay Active

FACTSHEET

Government Guidelines

1) Adults who participate in any amount of physical activity gain some health benefits, including maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.

2) Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.

3) Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or combinations of moderate and vigorous intensity activity.

4) Adults should also undertake physical activity to improve muscle strength on at least two days a week.

5) Older adults (65 + years) at risk of falls should incorporate physical activity to improve balance and co-ordination on at least two days a week.

6) All adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

Examples of physical activity that meet Government guidelines

Moderate intensity physical activities will cause adults to get warmer and breathe harder and their hearts to beat faster, but they should still be able to carry on a conversation. Examples include:

- Brisk walking
- Ballroom dancing
- Cycling

Vigorous intensity physical activity will cause adults to get warmer and breathe much harder and their hearts to beat rapidly, making it more difficult to carry on a conversation. Examples include:

- Climbing stairs, running or swimming

Physical activities that strengthen muscles involve using body weight or working against a resistance. This should involve using all the major muscle groups. Examples include:

- Carrying or moving heavy loads such as groceries
- Activities that involve stepping and jumping such as dancing or chair aerobics
- Exercising with weights

Activities to improve balance/co-ordination include:

- Tai chi or Yoga

Minimising sedentary behaviour may include:

- Reducing time spent watching TV
- Taking regular walk breaks around the garden or street (including breaks at work)
- Breaking up sedentary time such as swapping a long bus or car journey for walking part of the way

What are the benefits of being active?

- Reduces risk of a range of diseases, e.g. coronary heart disease, stroke and type 2 diabetes
- Helps maintain a healthy weight
- Helps maintain the ability to perform everyday tasks and activities of daily living
- Improves mood and self-esteem and helps maintain cognitive function with aging
- Reduces symptoms of depression and anxiety
- Reduces the risk of falls in older adults

For further information:

Start Active, Stay Active: A report on physical activity for health from the four home countries' Chief Medical Officers (2011)

NHS Choices Website: http://www.nhs.uk/Livewell

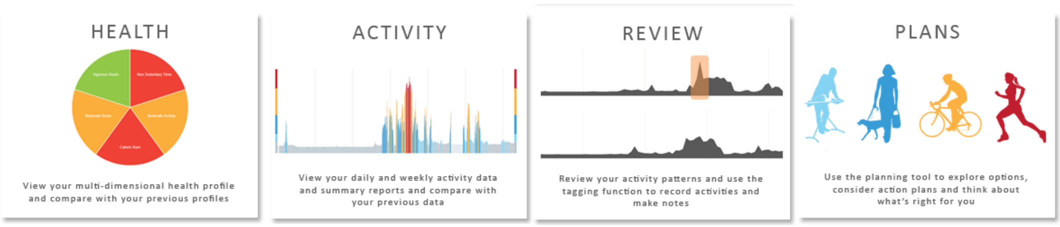
Change 4 Life: http://www.nhs.uk/change4life

British Heart Foundation: http://www.bhf.org.uk/heart-health/prevention/staying-active.asp

Handout B

User Manual and Quick Start Guide

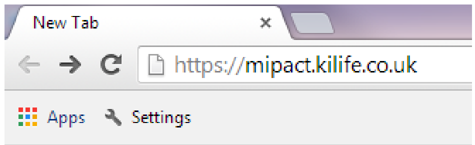
Mi-PACT Platform



SECTION 1: Downloading the platform software

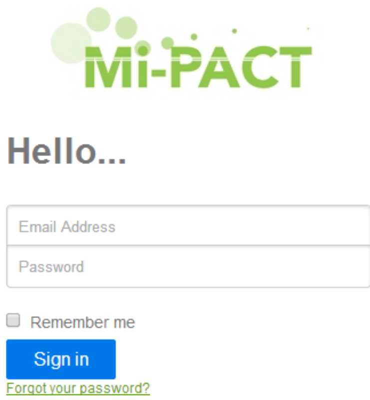
To use the Mi-PACT platform/website you will need to download some software.

Step 1 – Log into the Mi-PACT platform



To do this, please access the internet and type the following address into the browser window:

http://mipact.kilife.co.uk



Enter your e-mail address and password and click 'sign in'. Your default password is your first and last names combined with no spaces:

janethompson

Step 2 – Download the Software

On the Mi-PACT platform, select 'Support' from the top toolbar. Click the appropriate link for your operating system (i.e. Windows PC or MAC). Follow the instructions and click on the BLUE links to download the software.

Handy to know

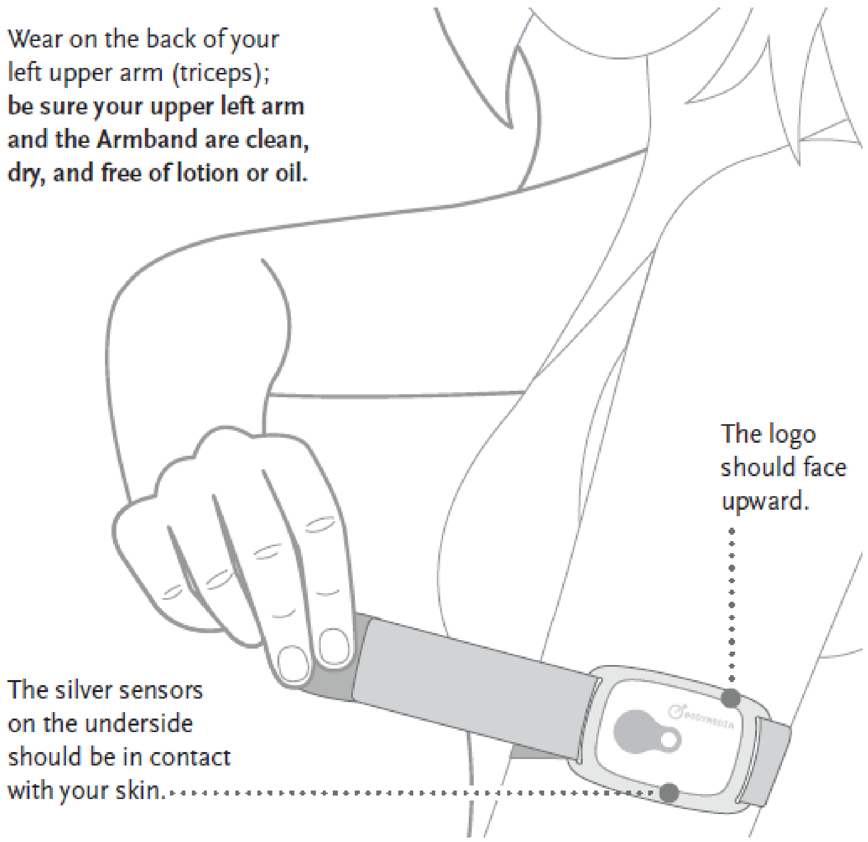
You will only need this software on the computer you want to upload data on. However, you can log in and review your data from any computer.

If you forget your password at any point simply click on the 'forgot your password' link and follow the instructions provided to re-set your password.

For all general questions please e-mail the project team at: Mi-PACT@bath.ac.uk – we will always aim to get back to you within a couple of days.

SECTION 2: Wearing your armband

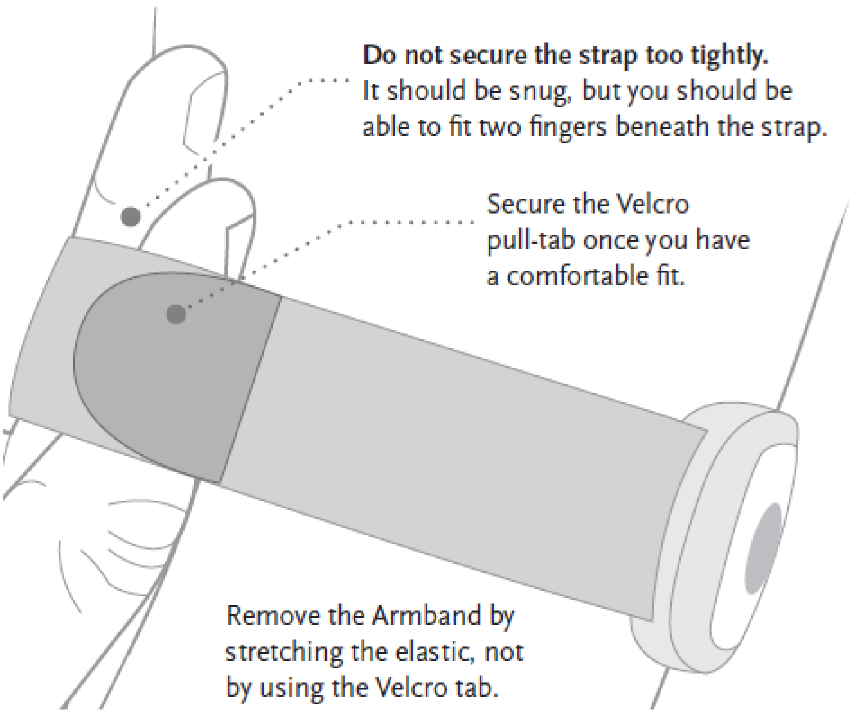
If you're not already wearing your armband, put it on now!



The Sensor will automatically turn on and begin collecting data within 10 minutes.

Activation is indicated by a series of audio tones.

There is no power button on the Armband.



SECTION 3: Frequently asked questions

What is the average battery life of the armband?

The battery will last approximately 5-10 days before requiring a recharge, although this can be longer. If the armband runs out of battery, it will stop recording but will not lose your existing data.

How long will it take to charge the armband?

The armband battery will go from flat to fully charged in approximately 3 hours. When charging the armband please make sure it is plugged into a computer which has not gone into hibernation mode. If the computer enters hibernation mode the device will stop charging,

How does the armband measure my activity levels?

The armband contains multiple sensors that measure motion, body heat, skin temperature and conductivity. A proprietary algorithm “crunches” the collected information and the user’s personal body parameters to deliver accurate information on your energy expenditure.

How do I know the armband is collecting data?

If you are wearing the armband correctly, it’s probably collecting data. To check the armband is on, you can press the status button. If you hear a series of beeps the armband is collecting data.

I have sensitive skin, should I wear the armband?

The risks of using the product are extremely low. The most frequently reported risk, occurring in less than 1% of users is a mild skin irritation. Following proper wear and cleaning instructions often resolves this issue. If irritation continues, discontinue use and get in touch with the research team.

How do I clean the armband?

To clean the armband gently wipe the skin side of the armband with a cloth or towel moistened with mild soap and water and then wipe with a dry cloth. To reduce the potential for skin irritation, we advise removing the armband daily to clean your upper left arm. Also, the armband can be worn a little higher or lower on the arm if you experience any irritation.

Are lotions and sun tan lotions safe while wearing the armband?

You should not wear moisturisers and lotions in the areas where the armband makes contact with the skin. This may increase the chance of irritation and affect the performance of the sensors.

Is the armband waterproof?

No, the armband is not waterproof, but it is water resistant (rated IP64). You should not submerge or perform water-based activities, such as swimming or bathing, while wearing it.

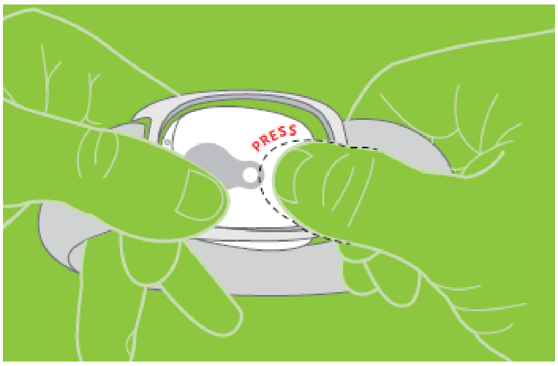
Is it possible to mute the sounds on the armband?

You are not able to mute the audio on the armband. The armband will make sounds when the battery or memory is running low, or when your armband goes on or off body.

SECTION 4: Removing the sensor and charging the battery

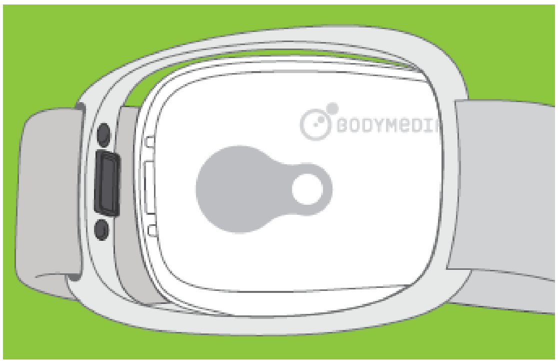
1) Removing the sensor form the strap

Take the Armband off and wait for a minute or so until you hear the beeps to tell you it's stopped recording data. Press down on the right side of the sensor until separated from the strap.



2) Reattaching the sensor

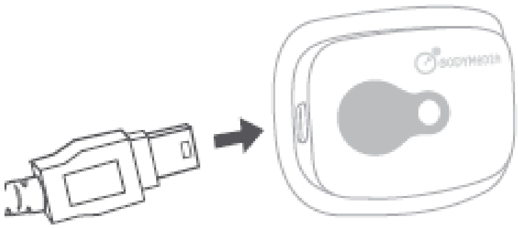
Locate the USB port on the sensor, and then alight the port with the indentations on the side of the strap. Squeeze the sensor into the strap until it snaps into place.



3) Charging the battery

Charge the battery by connecting the sensor to your computer with the USB cable.

The first charge will take about 3 hours. The status light (on the front of the monitor) will flash green when it is fully charged.



Handy to know

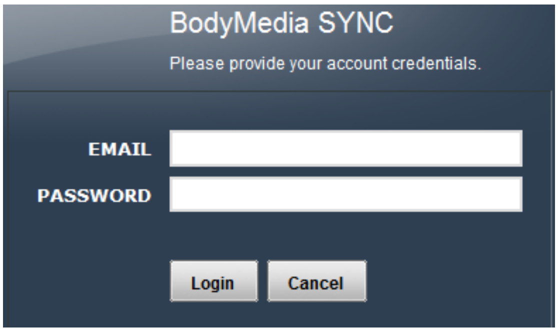
- You should aim to charge your armband every few days.
- A useful time to do this is when uploading and viewing your data (as you will already be connected to the computer). Please note that the computer must be on for your armband to charge i.e. it won't charge in hibernation or standby.

SECTION 5: Uploading your data and logging in and out of the platform

1) Plug the device into your computer using your USB cable as shown previously.

2) Enter your e-mail address and password in the SYNC pop-up window. Your password is your first and last names combined with no spaces:

janethompson



3) You will then automatically see the Mi-PACT login page. Re-enter your details and click 'sign-in'.

4) To log out of the platform click the logout button in the top right corner of the platform.

KEY POINT: You do not need to be uploading data to view the platform. Simply go to the Mi-PACT login page and enter your details to gain access to your data.

Handy to know

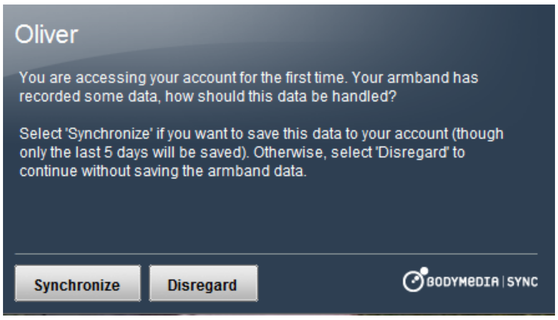
- The armband can store up to 10-14 days of data before needing to be uploaded.
- However, you will need to upload to see your data and it is also important to charge the battery every few days.
- To check if your armband is ready to collect data remove the monitor from your arm and press the status button (the grey button in the centre of the armband.

Green (solid)	**Amber** (slow flashing)	**Red** (fast flashing)
Armband is ready.	Less than 24 hrs of battery life or memory remain. Plug in the Armband to charge and upload data.	Armband is not able to collect data. Plug in to charge and upload data.

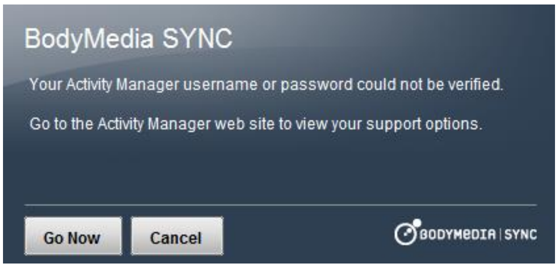
Troubleshooting

1) Synchronize?

You may occasionally see the message “you are accessing your account for the first time…” Simply proceed to click Synchronize and then login as normal.



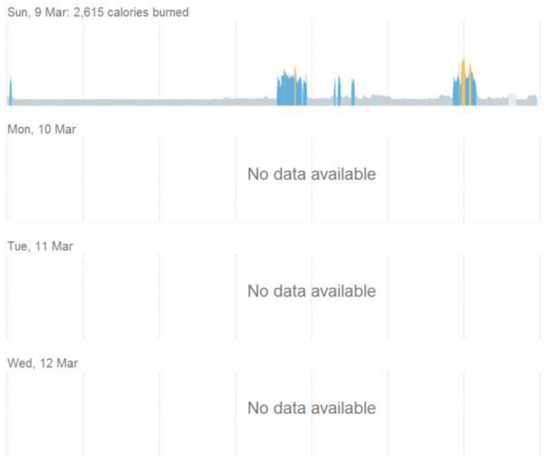
2) Verification?



If you receive a message stating that your activity manager username or password could not be verified this means that your ‘subscription’ to the platform may need extending. Please e-mail the research team and we will resolve this issue so that you can try again.

Contact: Mi-PACT@bath.ac.uk

3) Missing data when you access the platform?



On occasion, you may find that when you upload your data and login to the platform that your most recent “new” data is not visible.

Do not worry! Sometimes it takes a while for your data to show on the platform.

You can try refreshing the page by clicking the refresh button on the Google Chrome toolbar. Alternatively, try logging out and logging back in either immediately or in a few hours.

If you still don’t see your data please e-mail the research team who will be able to advise you.

Contact: Mi-PACT@bath.ac.uk

SECTION 6: Navigating the platform

Home

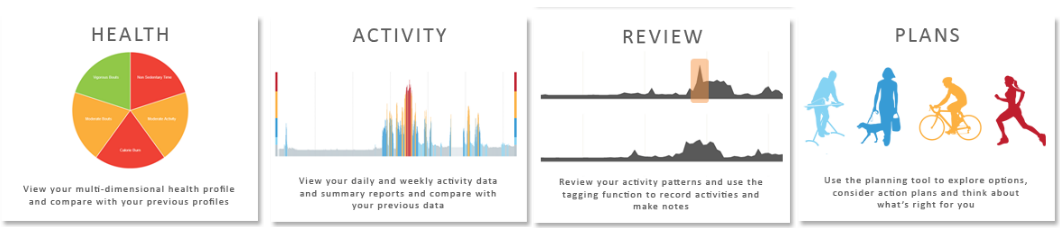
On successfully logging into the platform you will be greeted with the HOME screen.

From here you can navigate to any aspect of the platform either by clicking on the pictures in the centre of the screen or by selecting any of the 'tabs' on the top toolbar.

The top toolbar is available on every page of the platform so that you can navigate easily between screens or return to the homepage.

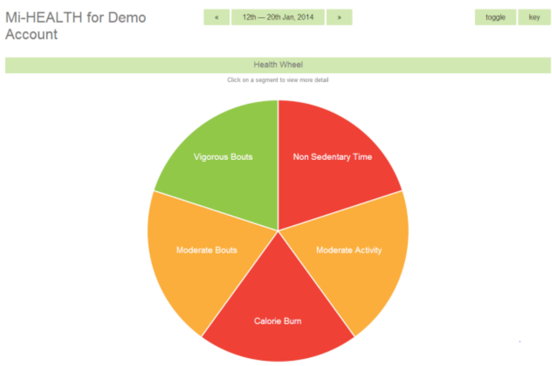
Handy to know…

To begin with, you may find it useful to progress through the platform in the order as shown on the top toolbar i.e. moving from left to right you would begin with viewing your Health Profile before moving onto your Activity Data etc. However, you can navigate through the platform in any order; focussing on aspects that are of most interest to you at any particular time.

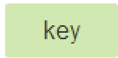


Health

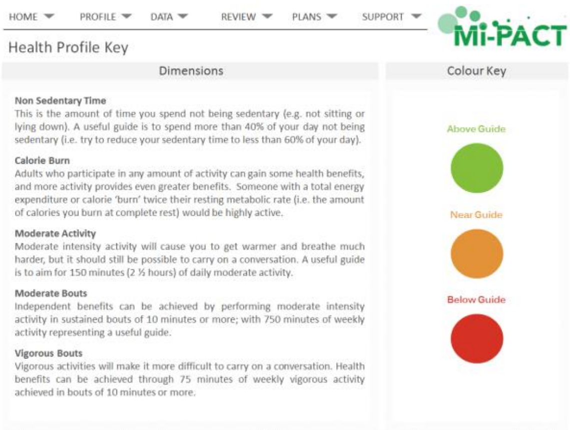
From the HOME Screen or top toolbar select 'Health' to view your HEALTH profile. At this point you will be presented with your Health Wheel (for your most recent data).



To learn more or remind you about what the different aspects or dimensions of your health profile mean, select the 'key' button in the top right hand corner of the screen.

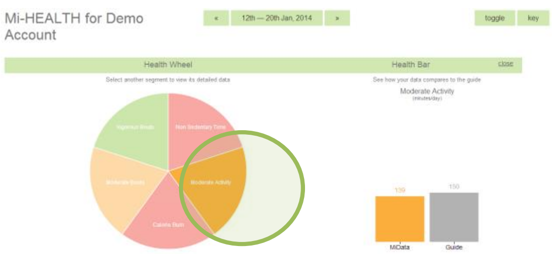


This will open the Health Profile Key in a new browser window.



To return back to your Health Profile, you can either close this browser window (by selecting the 'x' button) or leave open (for your continued reference) and select the 'Ki Performance' tab to navigate back to the platform.

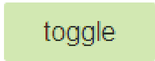
To see a more detailed view of any aspect of your Health Wheel, just click that section using your mouse. This will highlight that section of your profile and a bar chart will appear with more information regarding how your data compares with the Guide values.



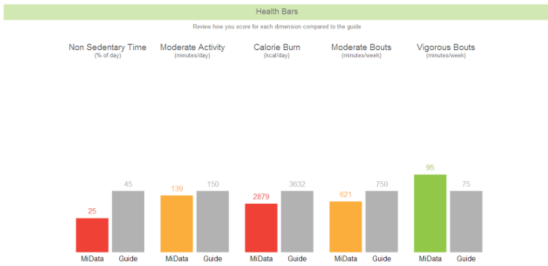
Health (continued)…

To see different aspects of your Health Wheel using the same view, simply click another segment of the Wheel. To return to the previous view, simply select the 'close' button.

To see a more detailed view of all dimensions of your Health Profile on the same page select the 'toggle' tab in the top right corner of the screen.



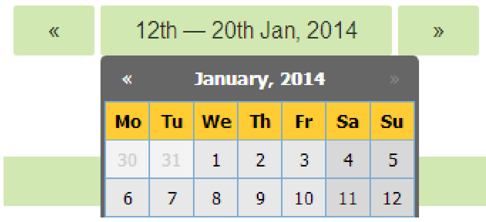
At this point you will see all aspect of your Health Profile presented as Health Bars. Select 'toggle' to return to the Health Wheel view.



Looking at different periods of time…

You can view all you previous Health Profiles by using the scroll arrows at the top of the window or by selecting the data range shown to access the calendar dropdown menu.

Note that changing the date in the Health Bars view will return you to the Health Wheel view.



Handy to know…

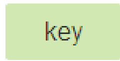
Your Health Profile is calculated from your most recent 7 days of 'complete' data. For a day to count towards you Profile, the monitor must have been worn for the majority of that day. Specifically, an incomplete day is when you have not worn the monitor for more than 3 hours in a waking day.

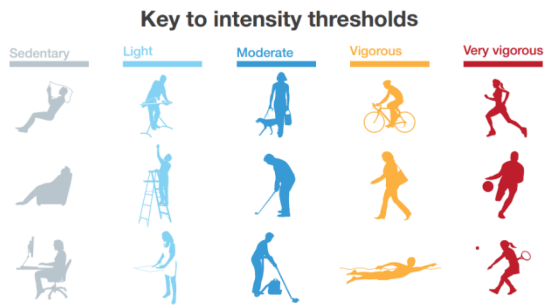
The dates between which your Health Profile was calculated is shown via the date range (see the previous graphic). If you have not collected 7 complete days within a one-month period a health wheel will not be generated.

Activity

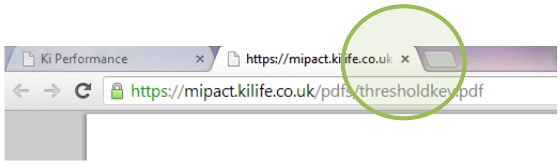
From the Home Screen or top toolbar select 'Activity' to view your ACTIVITY profile.

To learn more or remind you about what the different colours and intensity thresholds mean, select the 'key' button in the top right hand corner of the screen. This will open the 'Key to Intensity Thresholds' in a new browser window.

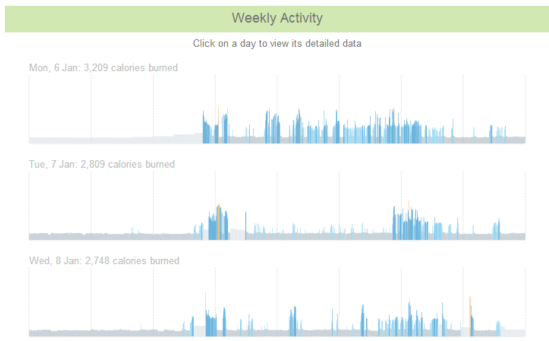




To return back to your Activity Profile, you can either close this browser window (by selecting the 'x' button) or leave open (for your continued reference) and select the 'Ki Performance' tab to navigate back to the platform.

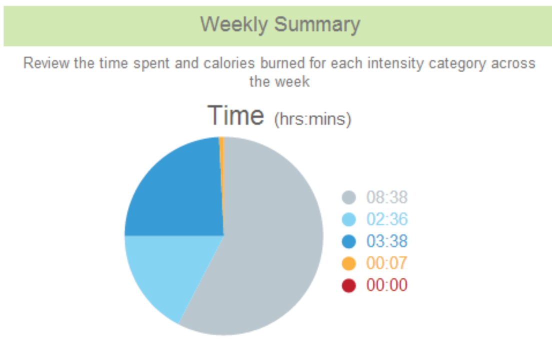


On the left of the screen you will see your Weekly Activity for the last 7 days. The most recent day (i.e. today) is shown at the bottom of the screen. The day, date and total calories burned are shown above each 24-h picture.



On the right of the screen you will see your Weekly Summary. This shows the amount of time you spent and the number of calories you burned within each intensity threshold. The data is shown as your daily average for the week.

You need at least 1 day of complete data for the Weekly Summary information to show.

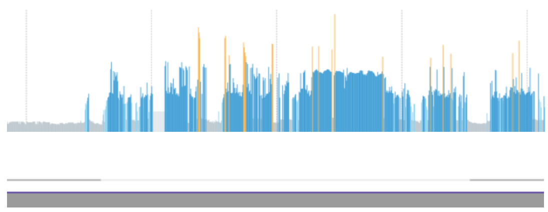


Activity (continued)…

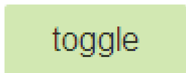
To look at one day in more detail, click on that day using the mouse to show Daily Activity and the Daily Summary. The information shown is now specific to the selected day.

If you click anywhere on the Daily Activity graph this will zoom in even further and you can navigate over the day using the scroll bar.

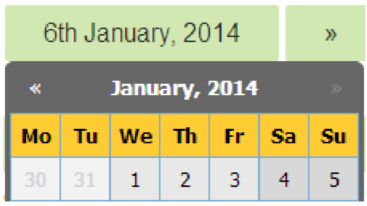
The close this view, click anywhere outside the zoom window.



Note that you can use the ‘toggle’ button to scroll between Weekly and Daily views.



To view historical data, you can use the scroll arrows at the top of the window or select dates from the calendar dropdown menu.

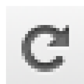


Handy to know…

As your Activity Profile shows the last 7 days of data (and even days when you have not worn the monitor) these may not necessarily be the same days used to generate your Health Profile.

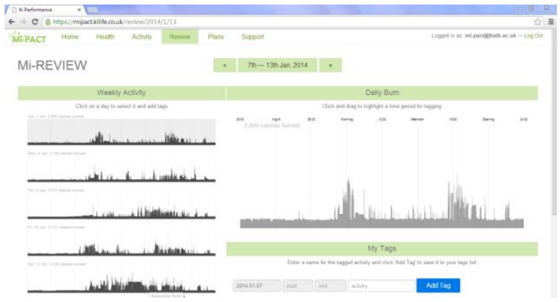
The more you wear your activity monitor the more likely it is that your activity data for the last 7 days are the same days used to populate your Health Profile. With experience, you will be able to identify which days from your Activity Profile contributed towards any given Health Wheel – by manually identifying complete days in your activity data.

There is sometimes a delay in your data being uploaded to the platform. In this scenario try refreshing the screen or logging out and back into your account.

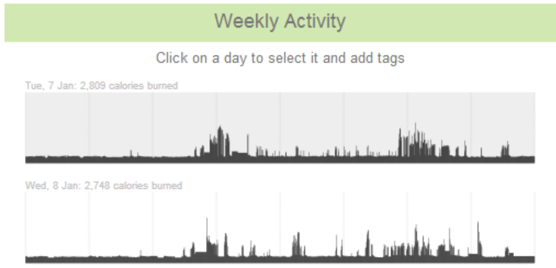


Review

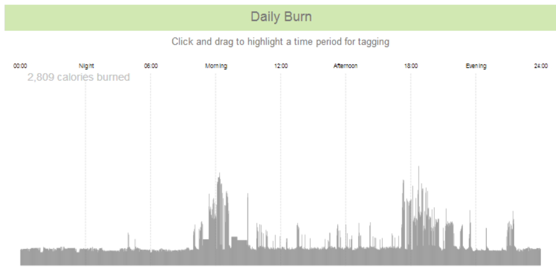
From the Home Screen or top toolbar select 'Review'. You can use this aspect of the platform to review your activity patterns and use the 'tagging' function to record your activities.



Similar to your Activity section, on the left of the screen you will see your Weekly Activity for the last 7 days. The most recent day (i.e. today) is shown at the bottom of the screen. The day, date and total calories burned are shown above each 24-h picture.



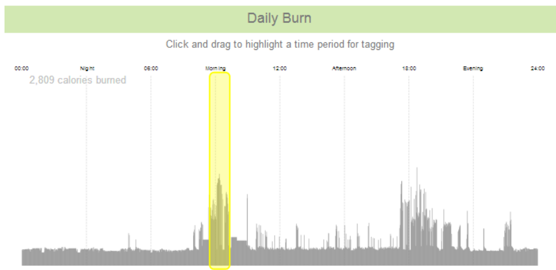
On the right side of the screen you will see a more detailed view for a given day. By default this will be the day displayed at the top of the 'Weekly Activity' screen.



Tagging

To record or 'tag' your activities or sedentary behaviour take the following steps:

1) Click on the day of interest in the Weekly Activity section (to change the day shown in the Daily Burn section).

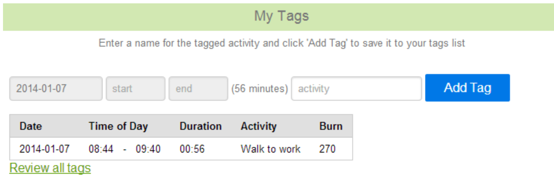


2) In the Daily Burn window, click and drag the cursor over a period of activity to highlight it.

3) In the 'My Tags' panel you will see that the date and time for your selected activity is shown. Please revise your selection at this point if the time shown for the activity needs adjusting.

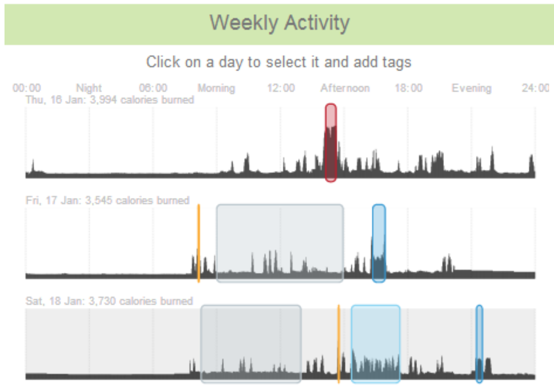
Review (continued)…

4) Once happy with your selection, manually type in the name of the activity e.g. ‘walk to work’ and select ‘Add Tag’. You will then see the activity appear in the list below. This list only includes the tags relevant to the selected day.

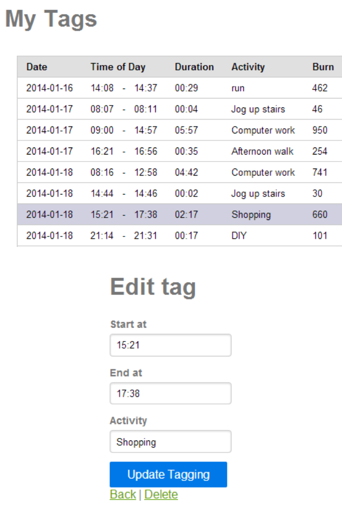


Date	Time of Day	Duration	Activity	Burn
2014-01-07	08:44 - 09:40	00:56	Walk to work	270

5) Continue to repeat this process until you have completed all the tags you would like to make for that day and any other day from your Weekly Activity window. You will then see all the activities tags in your Weekly Activity window. The tags are colour coded relative to the average intensity of the tagged activity. See the Activity thresholds key for information on colour coding.



6) You can edit or delete tags by clicking on ‘Review all tags’ in the My Tags section. This will show all your historical tags (i.e. not just those for a given week). To edit, click on any tag and manually change the start or end time and activity name. Then click ‘update tagging’. To remove a tag click on ‘delete’. To return to the previous screen select ‘Back’.



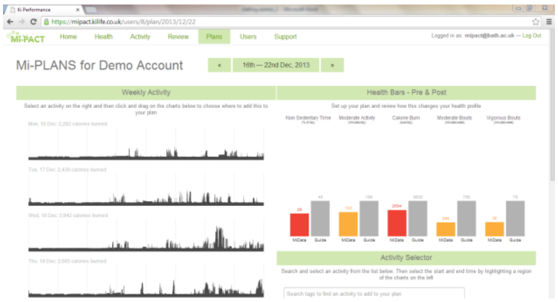
Date	Time of Day	Duration	Activity	Burn
2014-01-16	14:08 - 14:37	00:29	run	462
2014-01-17	08:07 - 08:11	00:04	Jog up stairs	46
2014-01-17	09:00 - 14:57	05:57	Computer work	950
2014-01-17	16:21 - 16:56	00:35	Afternoon walk	254
2014-01-18	08:16 - 12:58	04:42	Computer work	741
2014-01-18	14:44 - 14:46	00:02	Jog up stairs	30
2014-01-18	15:21 - 17:38	02:17	Shopping	660
2014-01-18	21:14 - 21:31	00:17	DIY	101

Tip: Editing a tag is a great way to select the exact start and end time for the activity as this can be difficult with the selector tool.

Handy to know…

The more detailed you are with tags the more likely they will be colour coded for the appropriate intensity. This is because the assigned colour or intensity threshold is the average for the period that is tagged. Therefore, if you have a short period of vigorous activity within a large period of tagged light activity the whole period will likely be shown as light activity. In short, try to tag specific activities if you are keen for them to be coloured correctly.

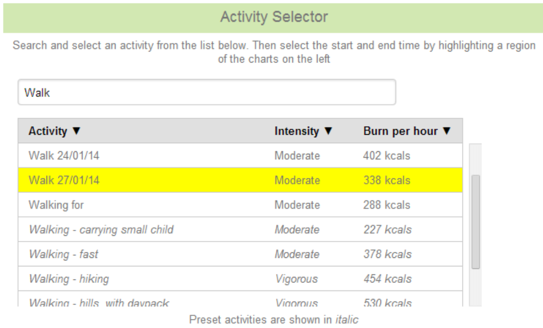
Plans



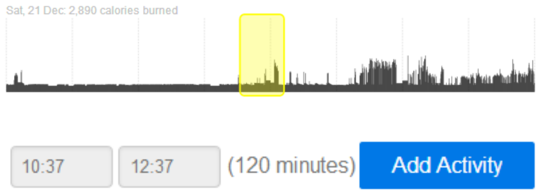
From the Home Screen or top toolbar select ‘Plans’. You can use this aspect of the platform to explore options, consider action plans and think about what could work for you.

As in previous sections, the left side of the screen shows your Weekly Activity for the last 7 days. On the right of the screen is your Health Profile for the same 7 days.

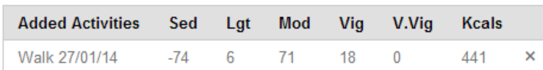
Using the Activity Selector:



1) Within the ‘Activity Selector’ you will see a list of all your previous tags, as well as some pre-set activities (shown in italics). Scroll through the list using the scroll bar or type the name of the activity into the search bar. Click on the activity of interest.



2) Click and drag over a section of your ‘Weekly Activity’ data. This will replace the selected period of your day with the chosen activity. The exact start and end time for the chosen period will be shown within the ‘Activity Selector’ window. Revise your selection if this is incorrect. Once happy, click ‘Add Activity’.



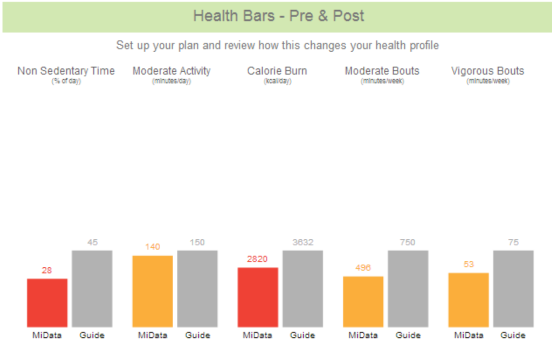
Added Activities	Sed	Lgt	Mod	Vig	V.Vig	Kcals	
Walk 27/01/14	-74	6	71	18	0	441	×

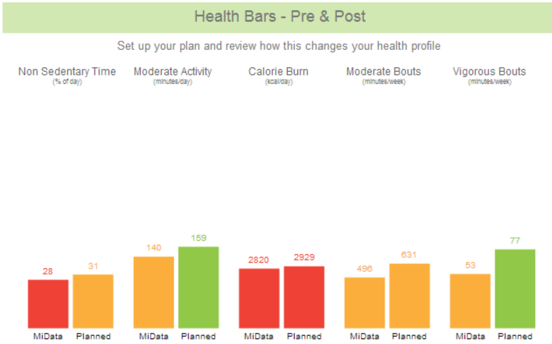
The activity will then appear in the ‘Added Activities’ box – detailing the effects of this change in terms of minutes within each intensity threshold and total calorie burn.

3) Continue to repeat steps 1 and 2 until you have finished adding activities. All added activities will be shown in the ‘Weekly Activity’ window and listed in the ‘Added Activities’ box. If you make a mistake or wish to delete an activity simply select the ‘x’ button next to the activity to remove it.

Plans (continued)…

4) As you add activities you will see the effects of the changes you make on your Health Profile in the ‘Health Bars’ window. Rather than seeing your original data relative to the ‘Guide’ you will now see how the new activities have affected the scores and colours for each physical activity dimension (i.e. ‘Planned’).

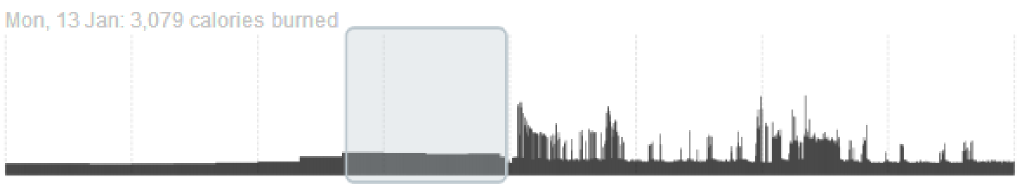




Handy to know…

This planning section works best if you wear your monitor most days. In fact, unless you have 7 complete consecutive days you will have insufficient data to use the ‘Health Bars’ planning section.

However, you can get around this if you have just one or two missing periods of time that lead to an incomplete day. Simply find the off-body period (i.e. this will be a block of auto filled data as shown below) and add an activity over this area to complete the day and show your Health Bars.



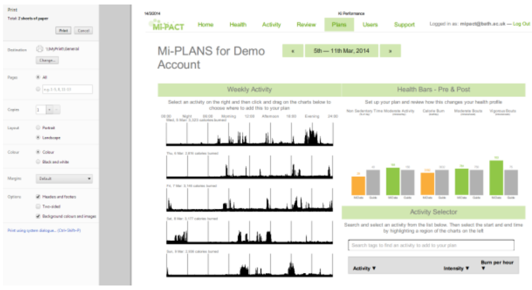
Unlike the ‘Review’ section of the platform, activities that you add in the ‘Plans’ section are not stored on the platform once you log out of the website. However, you can complete the planning process as often as you like; updating plans to fit in with any changes to your day or week.

SECTION 7: Printing

If you wish to print your data…

1) Click anywhere on the screen (using your right mouse button) or select the control menu button in the top right corner of the google chrome browser window and go to "Print".

2) Simply follow the instruction on screen i.e. the way you would normally print from your computer.



Please note that you can only print one page of the platform at a time i.e. you cannot print all your data in one go.

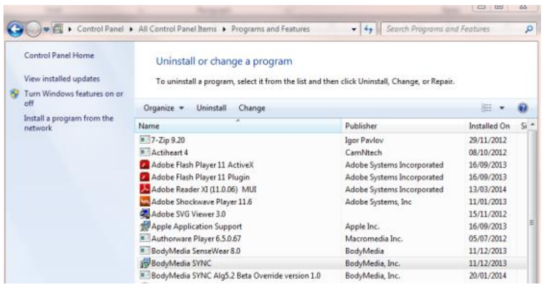
SECTION 8: Uninstalling software

At the end of the study you may want to uninstall the SYNC software. To do this:

1) Go to your computer 'control panel' and select programs and features.

2) Scroll down the list and select BodyMedia SYNC and then click Uninstall.

3) Repeat step 2 for BodyMedia SYNC Alg5.2 Beta Override version 1.0.



END