



# EXERCISE GUIDEBOOK

**WPS**  
HEALTH INSURANCE®

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# OVERVIEW OF GUIDE

This Exercise Guide Book is a great tool for a home exerciser who has a few pieces of equipment or for one who goes to the gym and has an assortment of choices. Beginner exercisers will be able to start with the basics and advanced exercisers will find ways to challenge themselves.

Most of the exercises call for the use of free weights instead of machines. This helps with the functionality of the movements.

The main pieces of equipment used in this book are stability balls, resistance bands, dumbbells, and your own body weight with reference to medicine balls.

## **You can use this book in a number of different ways:**

- To learn the fundamentals and the science behind designing an exercise program and use them to put a program together that fits your needs
- To analyze the exercises you currently do for correct technique and tips
- To add variety to your current routine by trying a different exercise for each muscle group or adding variations to the exercises that you currently do
- Based on your goal, use one of the total body workouts already created for you.
- Use the template logs in the back for tracking your workouts

When designing a program it is important to find activities you enjoy, to be flexible yet committed, and to include variety.

# TIME

Time is a common obstacle when it comes to fitting in your workout. Do you have a big chunk of time to spend during cardiovascular training? Do you focus on distance with your biking, walking, or elliptical work or do you focus on time? Both distance and time are important when quantifying exercise; but it's best to use distance to track performance, and time to track your quantity of exercise. Of course, some exercises, such as step aerobics, don't involve distance at all. For these exercises, performance can be tracked using other variables, such as pace (steps/minute) and step height.

## Recommended Exercise Time

Current Fitness Level	Exercise Time
Low	5-30 min
Moderate	10-30 min
High	20-45+ min

**TIP**

Make sure you do not allow all the numbers to frustrate you. A little activity is better than none. Always remember that!

## Continuous Exercise Time versus Segmented Time

If you do not have a large chunk of time to exercise, break up your exercise time into smaller segments. You will still receive the cardiovascular benefits as well as the calorie expenditure for weight loss. If you are training for endurance such as a running event, exercising for a continuous amount of time is needed.

## Time and Frequency Element of Your Exercise Prescription Are Closely Linked

When reviewing the time portion of your exercise routine, ask yourself if you are meeting your realistic short-term goals.

- What are your goals of exercise?
- Are you achieving those goals with the time and frequency you are currently working out at?
- Can you physically and mentally workout any longer or can you add another day of exercise into your schedule?
- If you find that you are not making progress and your frequency is within reason (four to six days per week) then start looking at the time element of your exercise.
- Look for signs that you are over-exercising and if you're not, try increasing the time element and watch your performance numbers closely. If they increase then you made the correct adjustment, but if they decrease you will need to adjust either your frequency or time element.

# TYPE

There are many types of cardiovascular exercise. Cardiovascular exercise is something that involves using larger muscles like your legs. So, as you can imagine, there are many different ways to do this.

Here are some examples to get you going:

Outdoor	Indoor	Group Fitness
Walking	Treadmills/Track	Step aerobics
Running	Cross trainers	Kickboxing/Turbo kick
Bicycling	Elliptical trainers	Floor aerobics
Jumping rope	Rowing machines	Spinning/cycling
Swimming	Stair climbers	Adventure clubs
Rowing	Stationary bicycles	Running clubs
Skiing	Water running	Boot camp
Hiking	Water aerobics	Dance/ Zumba/ Salsa
Water aerobics	Racquetball	Circuit training

You may have noticed from the list that most cardiovascular exercises you can do outside tend to be the ones that do not require any kind of special equipment. However, even when running or walking you should be sure that you wear the correct kind of shoes. When biking, you should always wear a helmet. When doing water sports, wear a lifejacket.



Choose activities that you enjoy. Also, keep a variety of activities in your plan (unless training for a specific event), so you will look forward to your workout time.

# INTERMEDIATE

## Example

**Goal:** I want to increase my current amount of cardiovascular training from 25 minutes per day two days a week to 45 minutes per day, four days a week. This will increase my calorie expenditure and aid in weight loss.

Week	Frequency	Intensity	Time	Type
1	2	60-70% Max HR	(2) 25 min	Refer to Page 41
2	2	60-70% Max HR	(1) 25 min (1) 30 min	Refer to Page 41
3	2	60-70% Max HR	(1) 30 min (1) 35min	Refer to Page 41
4	3	60-70% Max HR	(2) 30 min (1) 35min	Refer to Page 41
5	3	60-70% Max HR	(1) 30 min (2) 35min	Refer to Page 41
6	3	60-70% Max HR	(3) 35min	Refer to Page 41
7	3	60-70% Max HR	(2) 35 min (1) 45 min	Refer to Page 41
8	3	60-70% Max HR	(2) 45 min (1) 35 min	Refer to Page 41
9	4	60-70% Max HR	(2) 35 min (2) 45 min	Refer to Page 41
10	4	60-70% Max HR	(2) 35 min (2) 45 min	Refer to Page 41
11	4	60-70% Max HR	(1) 35 min (3) 45 min	Refer to Page 41
12	4	60-70% Max HR	(4) 45 min	Refer to Page 41

When losing weight, the combination of healthy, nutritional changes and an increase in physical fitness brings the best long-lasting changes.

A great goal to aim for is 2,000-calorie expenditure with 1,500-calorie decrease in nutrition on a weekly basis from what you are currently doing. (Approximately 300 calories a day in exercise and 200 calories in diet) This will help you lose about a pound a week.

# RESISTANCE TRAINING GUIDELINES

Goal	Sets	Reps	% Max Res.	Rest (between sets)
Strength	2 - 6	≤ 6	85 - 100%	2 - 5 minutes
Power	3 - 5	1 - 2	80 - 90%	2 - 5 minutes
Hypertrophy (increase muscle mass)	3 - 6	6 - 12	67 - 85%	30 seconds, 1.5 minutes
Muscular endurance	2 - 3	≥ 12	≤ 67%	≤ 30 seconds

*NSCA Guidelines*

## DIFFERENT PROGRAM DESIGNS

There are many different ways of formatting your resistance training routine. The following are examples of how you can mix up your routine. Not only does this help if you are having problems with time constraints, but also if you have hit a plateau and you are no longer making progress with your goals.

### Time Constraints

Often people do not have a large chunk of free time a couple days a week, but can find 15-25 minutes almost every day. Using a split routine allows them to resistance train on consecutive days and spread out their workout time throughout the week. Refer to pages 67-68 for examples of how you can break up your routines.

### Plateau

A plateau is a point where you have been doing the same thing and you were seeing consistent changes and then those changes slowed dramatically or stopped. This can happen with weight loss, improvements in strength, and also cardiovascular fitness. The most important thing to do is to do something different than what you are currently doing. When analyzing your strength training routine, the following designs are some ways to mix it up and get your body revved up from the new change.

# 12-WEEK STRENGTH ROUTINE

Every workout should be progressive in nature. Here is a 12-week program that shows how to follow this guideline in program design. Phase one will help build the foundation, phase two will focus on building strength through instability, and phase three will focus on fine tuning

## Phase 1

It is important to build a base of physical fitness. This will decrease your risk of injury, help you learn the exercises before adding more weight, and make your workouts more enjoyable. You do not want to be sore and frustrated after the workouts so starting slow is best.

### Week 1

Do one set of 8-12 repetitions with either your body weight or light weights.

- Stability ball squat
- Stability ball push-up
- Lunges
- Seated dumbbell shoulder press
- Y, T, I
- Plank
- Back extensions
- Bridges

### Week 2

Add another set of exercises. Perform all the exercises once before going through them again. Be sure to choose resistance that will make the last few repetitions challenging to perform.

### Week 3

Stay with two sets and take note if you could increase the weight or if you should keep it the same based on form and soreness afterwards.

### Week 4

Keep everything the same as last week. Be sure to use weights that are challenging for the 8-12 repetitions range.

## Phase 2

This week you will incorporate a few new exercises, incorporating more balance into your workout. Remember to workout the same muscle groups on non-consecutive days in order for your muscles to recover.

### Week 5

Do two sets of 10-12 repetitions. Perform all sets of circuit one before moving on to circuit two. Keep yourself moving and give yourself only about 30 seconds between each exercise, but allow about one to two minutes between each set.

#### Circuit 1

- Reverse lunge with knee lift
- Stability ball push-up with a tuck
- Band bent over row
- Dumbbell Triceps kickbacks
- Single-leg shoulder press

#### Circuit 2

- Back extensions
- Dumbbell alternating chest fly
- Side plank
- Stability ball superman
- Single Leg (SL) bridges

### Week 6 - 7

Perform three sets of the previous lists of exercises keeping the rest periods the same.

### Week 8

Add weight if needed to stay with in repetition range. Due to the heavier weight, be sure to keep movements slow and controlled. Take your muscles to momentary failure.

## Phase 3

For this phase you are going to perform split routines in order to really fatigue specific muscle groups. You will still strength train three days a week, but will perform a different workout every time.

### Week 9

Due to the workouts targeting different muscle groups, you can strength train on consecutive days. Do two sets of 8-12 repetitions for each exercise. Slow down the pace and give yourself a minute between each exercise and three minutes between each set.

- If you want an added challenge, include more days of strength training.

Because you are working different muscle groups, you could technically strength train six days a week.

### Week 10

Everything stays the same from last week. Really focus on your breathing. Remember to exhale on the challenging part of the exercise. For example, on the push-up you will inhale lowering and exhale when coming up.

### Week 11

This week, change the order you do the exercises. Start at the bottom of the list and work your way up. Just by changing this one element, it will feel like a totally different workout.

### Week 12

For the last week in the program, increase the weight and decrease the repetitions to 8-10. Be sure to take muscles to fatigue.

#### Day 1: Chest, Triceps, Shoulders

- Stability ball push-up and tuck
- Dumbbell alternating chest press
- Side lying Triceps push-up
- Seated frontal and lateral raises
- Seated overhead press
- Y, T, I's
- Overhead Triceps extensions
- Bent-over lateral raises

#### Day 3: Legs

- Sumo squat
- Matrix lunges
- Stability ball hip extensions

#### Day 2: Back, Biceps, Core

- Lat pull-down
- Bent-over dumbbell row
- Dumbbell reverse fly
- Concentration curl
- Reverse bicep curl
- Stability ball
- Stability oblique crunch

- Single leg dead lift
- Band abductor steps
- Stability ball tuck

# PUSH-UP



## Starting Position:

Start on your toes or your knees, with your elbows extended, and shoulders aligned directly over wrists.

## Movement:

Bend your elbows and lower your chest toward the floor until your elbows are even with your shoulders. Press through your hands and extend your elbows while coming back to the starting position.

## Tips:

- Make sure that your whole body moves as a unit.
- Contract your glutes and abdominals to help stabilize your core.
- Use the full range of motion and be sure to extend your arms at the top and lower them to 90 degrees on the bottom.
- Be sure to keep your head in line with your spine by looking about one to two feet in front of you.
- As you become stronger, add difficulty by placing your feet or hands on objects (medicine balls, dumbbells, bosu ball, balance pad, or simply lift a leg).

## Variations:

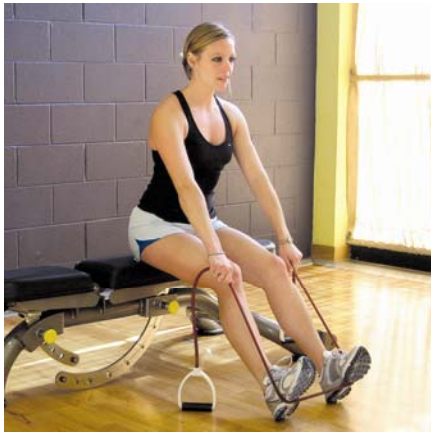
**Decline Push-up:** Place your feet on a sturdy bench, stool, or stair and perform a push-up.

**Push-up Crawl:** After lowering yourself into a push-up, hold the position and lift your right knee to the outside of your right elbow. Extend your leg back out and push back up to the starting position. Repeat on the other side.

**Spiderman Push-up:** Place one hand underneath your armpit and your other hand underneath your shoulder. As you lower yourself down to perform a pushup, both elbows should stay close your body. Perform all the push-ups on one side before switching your hands. Or, for an added challenge, alternate arms after every push-up.

**Rolling Push-up:** With a medicine ball under one hand, perform a push-up. Roll the ball over to the other hand and perform a push-up. Be sure to keep your body as stationary as possible during the roll.

# SEATED BAND ROW



**TIP**

When performing rows, think about squeezing someone's fingers if they were to place them in-between your shoulder blades.

## Starting Position:

Sit on a bench or stability ball with your knees bent and a band around your feet. Hang on to the band with your palms facing your legs. Keep your abdominals contracted and your spine tall.

## Movement:

Contract your back muscles and pull the band back, squeezing your shoulder blades. Pause and then control your arms back to their starting position. Keep your torso solid and only move your arms.

## Tips:

- Adjust the resistance by gripping lower for more resistance or higher for less resistance.

## Variations:

**Alternate Arms:** Alternate your arms so when one is coming back, the other is going forward. This activates your core keeping you stable. Be sure to not rotate your body side to side during the movement.

**Wide Grip Band Row:** Turn so your knuckles are up. Keep your elbows high as you pull them back performing the row. Focus on using your upper back for this exercise.

**Seated Cable Row:** The row can be done with a cable as well. In the seated version, place your feet against the foot pad, contract your abdominals, and perform a row described above. There are many different handle attachments available. Play around with those at your disposal. Each provides a little different challenge to your muscles.

# LUNGES



## Starting Position:

Stand with your feet shoulder-width apart and your hands down at the sides of your legs. Step forward approximately two feet with your right leg forming the shape of open scissors with your legs. Keep your weight distributed evenly on both legs and your back heel lifted up.

## Movement:

As you inhale, bend both knees until your back knee is six inches from the floor with approximately 90 degrees of knee flexion. Exhale and extend both legs straight again, pushing mainly through your front heel. Be sure to keep your back straight and focus on moving straight up and down to eliminate your front knee from going past your toes.

## Variations:

**Lateral Lunge:** Take a long step out to the side of your body and bend your leg. Keep your stationary leg straight. Push off from the bent leg back to the starting position.

**Reverse Lunge:** Take a long step backward, land on the ball of your foot and bend your rear knee. Pause, and pull up with your front foot to return to the starting position.

**Angle Lunge:** Take a step at a 45-degree angle out in front of you. Bend your rear knee to a lunge position and lower to approximately 90 degrees of knee flexion. Straighten your leg and push through the ball of your foot back to the starting position in a smooth motion.

**Matrix Lunges:** Combine the lunges (forward, angle, lateral, and reverse) to form a whole circle.

**Walking Lunge:** Start at one end of the room and step forward with the right leg about two to three feet. Bend both knees to 90-degree angles and lower your body into a lunge (keep front knee behind the toe). Bring your left foot forward and step into a lunge. Continue lunging and alternating legs as you move across the room.

**Lunge with Rotation:** When you are out in a lunge position, keep your hips stationary and rotate your torso over the bent knee.

**TIP**

To mix up your workout, if you usually repeat all lunges on one leg and then switch to the other leg try alternating your legs every time you lunge.

## PLYO LUNGE



**Starting Position:**

Lunge forward with your right thigh parallel to the floor.

**Movement:**

Swing your arms for balance and momentum as you jump up and switch legs while landing in a lunge with your left foot forward.

# CLAM SHELL CRUNCH



## Starting Position:

Sit on a mat and place a stability ball between your legs at your calves/ankles. While squeezing the ball in place, lie back onto the floor and keep your feet just off the ground with your knees bent. Place your hands lightly behind your ears.

## Movement:

While exhaling, simultaneously lift your shoulders off the ground and your knees into your chest to perform a double crunch. Slowly return to the start to complete one rep.

## Tip:

- Make sure your lower back stays connected with the floor and your abs are contracted.
- Do not let momentum swing your knees up, but work on control.

**TIP**

Lower back and core training are not only essential for a taut midsection but crucial to maintaining proper posture and preventing low-back injuries.

# STABILITY BALL CRUNCH



## **Starting Position:**

Lie with your back on a stability ball with your torso parallel to the floor, feet hip-width apart and knees bent at 90 degrees. Press your lower back into the ball and place your hands lightly behind the head.

## **Movement:**

Lift your shoulders and torso while keeping your hips stationary. Pause at the top, then slowly lower to the starting position.

## **Tips:**

- The lower the ball is on your back, the harder the exercise will be.
- You can place your feet up against a wall for more stability.
- Make sure to not bounce or jerk during this motion, but focus on control.

## **Variations:**

**Stability Ball Oblique Crunch:** After performing a regular crunch, twist your torso and aim your opposite shoulder toward your knee. Hold briefly, return to the middle and rotate over to the other side before lowering to the starting position.

# CAT TO COW STRETCH



## **Starting Position:**

Get on your hands and knees.

## **Movement:**

Push your back up toward the ceiling as you inhale (like a cat arching its back). Then allow your belly to lower toward the floor and close your shoulder blades together while lifting your chest and head. Exhale through this range of motion. Alternate between the two poses, working on the full range of motion.

Week	Eight Week Goal:				Targer Heart Rate Zone:		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2							
3							
4							
5							
6							
Stretches:	Other Information:						