



United States Department of Agriculture

SuperTracker

WORKSITE WELLNESS TOOLKIT

SuperTracker.usda.gov

USDA Center for Nutrition Policy and Promotion



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SuperTracker

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TOOLKIT PURPOSE

A positive sense of well-being is a key part of a healthy, productive workplace. Supporting employee health and wellness through worksite wellness programs may lower healthcare costs, increase productivity, improve recruitment and retention efforts, reduce absenteeism, and improve job satisfaction.

SuperTracker is a free, online food and physical activity tracker developed by the U.S Department of Agriculture, Center for Nutrition Policy and Promotion (USDA, CNPP). This toolkit provides information on how SuperTracker can be used by worksite wellness coordinators to help employees:

- ✓ Choose a lifestyle that supports healthy eating and physical activity
- ✓ Reduce risk of chronic disease
- ✓ Manage weight



ABOUT SUPERTRACKER

SuperTracker is a visually appealing, comprehensive, state-of-the-art diet and physical activity tracking tool available at www.SuperTracker.usda.gov. Based on the *Dietary Guidelines for Americans*, this tool is designed to assist individuals as they make lifestyle changes to reduce the risk of chronic disease and maintain a healthy weight. Using this free online tool, employees can choose a variety of features to support nutrition and physical activity goals, including:

1. Receive personalized recommendations for what and how much to eat and amount of physical activity.
2. Track foods and physical activity from a database listing about 8,000 foods and 900 physical activities.
3. Edit nutrition information for SuperTracker foods to better match personal food choices.
4. Build, track, and analyze personal recipes.
5. Track weight over time.
6. Set personal goals, sign up for tips and support, and share successes with friends and family using social media.
7. Journal about personal factors and health behaviors.
8. Measure progress with comprehensive reports ranging from a simple meal summary to indepth analysis of food groups and nutrient intake over time.



INTRODUCING EMPLOYEES TO SUPERTRACKER

If you're looking for an easy way to introduce your employees to SuperTracker, consider using the following resources.

✓ **SuperTracker Scavenger Hunt**

The SuperTracker scavenger hunt (found in the Printable Materials section at the end of this toolkit) is a quick, fun activity that will help employees learn the features SuperTracker offers.

Link: https://supertracker.usda.gov/Documents/SuperTracker_Scavenger_Hunt.pdf

✓ **SuperTracker 10 Tips**

The SuperTracker 10 Tips handout (found in the Printable Materials section at the end of this toolkit) includes tips and ideas for getting started with SuperTracker.

Link: <http://www.choosemyplate.gov/food-groups/downloads/TenTips/DGTipsheet17SuperTracker.pdf>

✓ **SuperTracker Flyer**

Post the SuperTracker flyer (found in the Printable Materials section at the end of this toolkit) in common areas such as lunchrooms, bulletin boards, and stairwells to get employees excited about the application.

✓ **SuperTracker Button**

Click the link below to download the SuperTracker button. Instructions are also provided on how to add it to your website, so employees can access the site quickly and easily from a page they regularly visit.

Link: <http://www.choosemyplate.gov/supertracker-tools/supertracker.html>





TRAINING EMPLOYEES ON HOW TO USE SUPERTRACKER

Once employees know about the SuperTracker tool, they may need help learning how to use it. The following SuperTracker training materials have been developed for your use, whether you want employees to learn on their own or if you'd like to conduct trainings with a group.

Self-Study Trainings

✓ **Site Tour Videos**

These short YouTube videos offer step-by-step demonstrations of how to use each SuperTracker feature.

Link: <https://www.supertracker.usda.gov/sitetour.aspx>

✓ **SuperTracker User Guide**

This indepth guide includes instructions for using SuperTracker and details on how it works.

Link: <https://www.supertracker.usda.gov/Documents/SuperTrackerUserGuide.pdf>

Instructor-Led Trainings

✓ **SuperTracker Training Guide**

This is a detailed leader's guide for conducting an interactive training. The training is 2½ hours long and is appropriate for a variety of audiences.

Link: https://supertracker.usda.gov/Documents/SuperTracker_General_Training_Guide.pdf

✓ **Best Practices for Conducting SuperTracker Trainings**

Refer to these best practices when conducting SuperTracker trainings for a group. The recommendations are lessons learned from other leaders who have conducted SuperTracker trainings.

Link: https://supertracker.usda.gov/Documents/Best_Practices_for_SuperTracker_Training.pdf



PROMOTING SUPERTRACKER IN THE WORKPLACE

USDA CNPP has developed an 8-week promotion plan to encourage employees to take charge of their health using SuperTracker. Each week includes a motivational quote, a suggested activity along with questions for self-reflection, and tips of the week. Feel free to copy and paste these and use them exactly as written, or tailor them to best meet the needs of your employees.

Week 1: Using Food-A-Pedia

Weekly Motivation

“Anyone who has never made a mistake has never tried anything new.”

– Albert Einstein

Activity

Use SuperTracker’s Food-A-Pedia feature (<https://www.supertracker.usda.gov/foodapedia.aspx>) to complete this week’s activity. For a quick demonstration on how to use Food-A-Pedia, check out this SuperTracker site tour video: <http://www.youtube.com/watch?v=-EZI-Zfhd78&feature=youtu.be>

1. Use Food-A-Pedia to search for your favorite snack.
 - a. How many calories does it have?
 - b. How many food groups (if any) does it have?

2. Based on this information, will you be choosing this snack
 - a. More often
 - b. Less often
 - c. The same amount

3. Compare this snack to another snack you like to eat.
 - a. Which snack is the better choice?
 - b. Why?

Tips of the Week

- Not sure which food to choose? Check out Food-A-Pedia! Compare two foods, side by side, and see which will help you meet your goals!
- Check the sodium content of your favorite foods. Use Food-A-Pedia to compare the amount of sodium in two foods.
- Use SuperTracker’s Food-A-Pedia to quickly check how many Empty Calories are in a food and make the best choice for yourself.

Week 2: Getting Your Plan

Weekly Motivation

“An ounce of prevention is worth a pound of cure.”

– Benjamin Franklin

Activity

Create a SuperTracker profile (<https://www.supertracker.usda.gov/CreateProfile.aspx>) and get your plan.

For a quick demonstration on how to create a profile and get your plan, check out this SuperTracker site tour video: <http://www.youtube.com/watch?v=MukLDO5kGh8&feature=youtu.be>

Looking at your SuperTracker plan (My Plan), think about the following questions. You do not need to share your answers with anyone.

1. How many calories should you aim for in a day?
2. Are you surprised by your daily calorie allowance?
 - a. I thought it would be higher
 - b. I thought it would be lower
 - c. I got the calorie allowance I expected
3. Take a look at your daily food group targets. Do you think you meet those targets on a typical day?
 - a. Yes
 - b. No
 - c. Not sure

Tips of the Week

- Get the most out of your Calories by choosing foods that are nutrient-dense, like vegetables, fruits, whole grains, low-fat dairy, and lean protein foods.
- A regular-size slice of bread counts as 1 ounce of grains. Use My Plan to see how many ounces of grains you need each day.
- Make each meal colorful by adding red, green, yellow, or orange vegetables to your plate.

Week 3: Tracking Your Foods

Weekly Motivation

“Take the first step in faith. You don't have to see the whole staircase, just take the first step.”

– Dr. Martin Luther King, Jr.

Activity

Use SuperTracker’s Food Tracker feature (<https://www.supertracker.usda.gov/foodtracker.aspx>) to complete this week’s activity.

For a quick demonstration on how to use Food Tracker, check out this SuperTracker site tour video:

<http://www.youtube.com/watch?v=dZ49FuUpnE&feature=youtu.be>

1. Search for and add all of your foods for the day in Food Tracker.
2. Did you stay within your calorie allowance today?
 - a. Yes
 - b. No
3. Which food groups did you eat enough of?
4. Which food groups did you NOT eat enough of?
 - a. What kinds of foods could you eat to help you meet your target?
5. Did you eat too much of any of the food groups?

Tips of the Week

- All food groups are a part of a healthy eating plan. Include foods from each group every day!
- Where do you want to spend your Calorie allowance? A 16-ounce soda can have up to 200 Calories. Water has none! Flavor it with fresh fruit, cucumber slices, or mint leaves.
- Pay attention to hunger and fullness cues before, during, and after a meal. Use them to recognize when you've had enough.

Week 4: Setting Goals

Weekly Motivation

“The tragedy of life doesn’t lie in not reaching your goal. The tragedy lies in having no goals to reach.”

– Benjamin Mays

Activity

Use SuperTracker’s My Top 5 Goals feature (<https://www.supertracker.usda.gov/mytop5goals.aspx>) to complete this week’s activity.

For a quick demonstration on how to use My Top 5 Goals, check out this SuperTracker site tour video:

<http://www.youtube.com/watch?v=86Z3JdleVwY&feature=youtu.be>

1. Think about what specific areas you’d like to focus on for your health. For example, would you like to lose weight, maintain your weight, eat more vegetables, reduce your sodium intake, etc.?
2. Pick between 1 and 5 goals that are most important to you and set them on the My Top 5 Goals page.
3. Sign up for My Coach Center messages to get tips and encouragement related to your goals.
4. Keep tracking each day to see if you are meeting your goals!

Tips of the Week

- Every day is a new day to meet your goal! By keeping up the good work, it can become a habit.
- Peanut butter adds protein to a snack. Spread a tablespoon on apple slices, celery, whole-grain crackers, or a small square of dark chocolate.
- Cut the Calories but keep all the calcium—switch from whole (150 Calories) to low-fat (100 Calories) or fat-free (80 Calories) milk.

Week 5: Tracking Your Physical Activities

Weekly Motivation

"If I have the belief that I can do it, I shall surely acquire the capacity to do."

– Mahatma Gandhi

Activity

Use SuperTracker's Physical Activity feature

(<https://www.supertracker.usda.gov/physicalactivitytracker.aspx>) to complete this week's activity.

For a quick demonstration on how to use Physical Activity Tracker, check out this SuperTracker site tour video: <http://www.youtube.com/watch?v=KROnIAsmPz0&feature=youtu.be>

1. Search for and add the physical activities you have done or plan to do this week in Physical Activity Tracker.
2. Did you meet your weekly goal?
3. What are some activities you like to do that you could add into your week, for example, walking, gardening, dancing?
4. Consider setting a physical activity goal in My Top 5 Goals for a number of minutes per week you feel you can achieve. You can gradually increase your physical activity over time.

Tips of the Week

- Tracking works! Keep track of the physical activities you do. When you keep track, it's easier to reach your weekly goal.
- Fitting activity into a daily routine can be easy. Take a brisk 10-minute walk to and from the parking lot, bus stop, or subway station.
- Move whenever you can. Even at your desk, you can stand and talk on the phone, lift weights, or walk around.

Week 6: Tracking Your Weight

Weekly Motivation

“The great thing in this world is not so much where we are, but in what direction we are moving.”

– Oliver Wendell Holmes

Activity

Use SuperTracker’s My Weight Manager feature

(<https://www.supertracker.usda.gov/MyWeightManager.aspx>) to complete this week’s activity.

For a quick demonstration on how to use My Weight Manager, check out this SuperTracker site tour video:

<http://www.youtube.com/watch?v=v0QH6bzJa6c&feature=youtu.be>

1. Weigh yourself each day this week and add your weights in My Weight Manager.
2. Did your weight change throughout the week?
3. What is the trend in your weight history (is it going up, down, or staying the same?)
4. If you would like to, set a goal weight or set a goal to maintain your current weight in My Top 5 Goals.

Tips of the Week

- Reach your goal weight by giving yourself small manageable steps. Reward yourself when you reach a step and keep moving toward the next step!
- Make a commitment to your goal weight—limit the time you spend in front of the screen and instead be active your way. Walk, skip, jump!
- Beware of beverages with added sugars when eating out. One drink with your meal can cost you 200 "empty calories" or more!

Week 7: Creating Recipes

Weekly Motivation

“With the new day comes new strength and new thoughts.”

– Eleanor Roosevelt

Activity

Use SuperTracker’s My Recipe feature (<https://www.supertracker.usda.gov/myrecipe.aspx>) to complete this week’s activity.

For a quick demonstration on how to use My Recipe, check out this SuperTracker site tour video:

http://www.youtube.com/watch?v=WsU5zN_938c

1. Create one of your favorite recipes using My Recipe.
2. How many calories does your recipe have per portion?
3. How many food groups are in one portion of your recipe?
4. Now that you know the nutrition content of your recipe, would you consider making any changes to the ingredients or how you prepare it?

Tips of the Week

- Adjust your recipes to cut empty calories. Experiment by cutting back on the amount of butter, margarine, and sugars you add.
- Replacing sour cream with low-fat yogurt in recipes will reduce the Calories and add calcium.
- Did you know there are over 100 varieties of squash? Check online for a new recipe like squash risotto or curried squash soup.
- For healthy recipes and meal ideas, check out the What’s Cooking USDA Mixing Bowl website at www.usda.gov/whatscooking.

Week 8: Using SuperTracker Reports

Weekly Motivation

“If we did all the things we are capable of doing, we would literally astound ourselves.”

– Thomas Edison

Activity

Use SuperTracker’s My Reports feature (<https://www.supertracker.usda.gov/MyReports.aspx>) to complete this week’s activity.

1. Under the My Reports heading, go to the Nutrients Report. Run the report for the timeframe you have been tracking your foods.
2. What is your average intake of sodium?
 - a. Is your sodium intake, over, under, or okay?
3. On the History Charts page, run a daily empty calorie history chart for the timeframe you have been tracking foods.
4. Click on the data point for the day you ate the most empty calories. A Food Details report will open up for that day.
 - a. According to your Food Details report, which food you ate that day had the most empty calories?

Tips of the Week

- Track your food intake with SuperTracker—use My Reports to see your weight and calorie history over time.
- Whole grains are good for your health! Make at least half your grains whole to get the benefits.
- Build some meals around plant-based proteins, such as beans, lentils, nuts, or tofu.



WRAPPING UP

Now that you've completed 8 weeks of SuperTracker education with your employees, it's time to celebrate their efforts and encourage them to continue using SuperTracker to manage their health. Here are some examples of activities you could do to conclude the promotion:

- ✓ Host a healthy potluck lunch. You could even use SuperTracker's My Recipe feature (<https://www.supertracker.usda.gov/myrecipe.aspx>) to analyze the nutrition content of the recipes and showcase recipes that win various categories; for example, recipes that contain all five MyPlate food groups, the best tasting dish under 100 calories, etc.
- ✓ Send an email to participants congratulating them on their efforts and encouraging them to continue. Include quotes and pictures from employees who would like to share their story.
- ✓ Put all participants' names in a hat and draw winners for prizes such as 1 hour time off, a week in the boss's parking space, or a gift certificate for a massage.
- ✓ Give participants a certificate to post in their office or cubicle. Feel free to use the sample provided in the Printable Materials section at the end of this toolkit.



KEEPING EMPLOYEES ENGAGED

It's important for employees to stay positive and motivated when making healthy lifestyle changes. [ChooseMyPlate.gov](http://www.choosemyplate.gov) has a variety of resources you can use to keep employees interested in adopting healthy behaviors.

Healthy Eating Tips

- ✓ MyPlate 10 Tips Nutrition Education Series
Link: <http://www.choosemyplate.gov/healthy-eating-tips/ten-tips.html>
- ✓ SuperTracker Food Group Tips
Link: <http://www.choosemyplate.gov/healthy-eating-tips/SuperTrackerTips.pdf>
- ✓ MyPlate Videos
Link: <http://www.choosemyplate.gov/videos.html>
- ✓ Printable MyPlate Materials
Link: <http://www.choosemyplate.gov/print-materials-ordering.html>

Healthy Recipes

- ✓ MyPlate Recipes on Pinterest
Link: <http://www.pinterest.com/MyPlateRecipes/>
- ✓ What's Cooking? USDA Mixing Bowl Recipe Site
Link: www.usda.gov/whatscooking

Connect with MyPlate

- ✓ Follow MyPlate on Twitter
Link: <https://twitter.com/MyPlate>
- ✓ Like MyPlate on Facebook
Link: <https://www.facebook.com/MyPlate>
- ✓ Sign up for MyPlate emails via GovDelivery to find out when new resources are available
Link: <https://public.govdelivery.com/accounts/USDACNPP/subscriber/new>



PRINTABLE MATERIALS

On the following pages you will find printable materials you can print and/or copy for your SuperTracker promotion, including:

- ✓ SuperTracker Scavenger Hunt
- ✓ Use SuperTracker Your Way – 10 Tips To Get Started
- ✓ SuperTracker Flyer
- ✓ SuperTracker Participation Certificate



SuperTracker Scavenger Hunt

<https://www.SuperTracker.usda.gov>

1. Pick your two favorite snacks. Using SuperTracker’s *Food-A-Pedia*, run a side-by-side comparison. Write down which snacks you compared, and the amount of calories in each.

Snack 1: _____ has _____ calories
Snack 2: _____ has _____ calories

2. What did you have for breakfast? Use SuperTracker’s *Food Tracker* to enter the foods and beverages you had this morning. Of the five food groups - Grains, Vegetables, Fruits, Dairy, Protein Foods - how many did you incorporate into your morning meal?

Circle one: 1 2 3 4 5

3. According to the *Physical Activity Tracker*, what is the minimum number of minutes a week adults should perform to maintain a healthy weight and receive health benefits?

_____ minutes

4. Visit the *My Reports* section. How many reports does SuperTracker offer?

_____ reports

5. Under the *My Features* navigation, what types of personalized support are available in SuperTracker?

Circle one: A. Goal setting
 B. Weight management
 C. Journaling
 D. All of the above

6. **OPTIONAL:** Go to the *Create Profile* page, and complete the personalization and/or registration section to get a personalized plan and/or sign up for a SuperTracker account.

Circle all that apply: A. I personalized a profile.
 B. I registered a profile.
 C. I already have a SuperTracker account!



10 tips

Nutrition
Education Series

use SuperTracker your way

10 tips to get started



SuperTracker is an online tool where you can get a personalized nutrition and activity plan. Track what you eat and your activities to see how they stack up, and get tips and support to help you make healthy choices.

1 create a profile

Enter information about yourself on the **Create Profile** page to get a personal calorie limit and food plan; register to save your data and access it any time.

2 compare foods

Check out **Food-A-Pedia** to look up nutrition info for over 8,000 foods and compare foods side by side.



3 get your plan

View **My Plan** to see your daily food group targets—what and how much to eat within your calorie allowance.

4 track your foods and activities

Use **Food Tracker** and **Physical Activity Tracker** to search from a database of over 8,000 foods and nearly 800 physical activities to see how your daily choices stack up against your plan; save favorites and copy for easy entry.



5 build a combo

Try **My Combo** to link and save foods that you typically eat together, so you can add them to meals with one click.

6 run a report

Go to **My Reports** to measure progress; choose from six reports that range from a simple meal summary to an in-depth analysis of food group and nutrient intakes over time.



7 set a goal

Explore **My Top 5 Goals** to choose up to five personal goals that you want to achieve. Sign up for **My Coach Center** to get tips and support as you work toward your goals.



8 track your weight

Visit **My Weight Manager** to enter your weight and track progress over time; compare your weight history to trends in your calorie intake and physical activity.



9 record a journal entry

Use **My Journal** to record daily events; identify triggers that may be associated with changes in your health behaviors and weight.

10 refer a friend!

Tell your friends and family about **SuperTracker**; help them get started today.

www.SuperTracker.usda.gov








United States Department of Agriculture

SuperTracker

Take charge of YOUR health today
with USDA's free
SuperTracker application!



<p>Food-A-Pedia > Look up nutrition information for over 8,000 foods and compare foods side-by-side.</p> <p>Type in your food here <input type="text"/> <input type="button" value="Go"/></p> <p>All foods <input type="button" value="v"/></p> 	<p>Food Tracker > Track the foods you eat and compare to your nutrition targets.</p> <p>Type in your food here <input type="text"/> <input type="button" value="Go"/></p> <p>All foods <input type="button" value="v"/></p> 	<p>Physical Activity Tracker > Enter your activities and track progress as you move.</p> <p>Type in your activity here <input type="text"/> <input type="button" value="Go"/></p> <p>All activities <input type="button" value="v"/></p> 
<p>My Weight Manager > Get weight management guidance; enter your weight and track progress over time.</p> 	<p>My Top 5 Goals > Choose up to five personal goals; sign up for tips and support from your virtual coach.</p> 	<p>My Recipe > Build and save your favorite recipes for tracking, and analyse the nutrition information.</p> 



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