MyTrainingPlan

PocketPC User's Guide

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1 Introduction

1.1 Training with a Purpose

MyTrainingPlan is a simple and inexpensive way of building a workout plan to help you achieve your fitness goals, whether it is to improve or maintain your general fitness, complete your first marathon or finish first at a national sporting event.

A training plan is tremendously valuable because it gives a purpose to your workouts. Because achieving fitness objectives is measured in weeks and months (not in days), it is easy to lose sight of the fitness goal – not to mention to become bored and quit – without some direction. MyTrainingPlan gives you the direction to follow and complete your plan.

MyTrainingPlan was developed to allow you to build your workout schedule with ease and stay focused on it. Newcomers to training planning can use one of the predefined training schedules, whereas athletes have the ability to customize every day of their training. It also provides an user interface that allows you to quickly review your plan, compare your goals vs. your achievements, and modify your training accordingly if required.

MyTrainingPlan is not specific to any sports, and can be used for a wide variety of workouts, such as:

• Running	• Basketball
• Walking	• Football
• Cycling (road, mountain, stationary)	• Volleyball
• Swimming	• Golf
• Soccer	• Horseback riding
• Kayaking	• Rugby
• Canoeing	• Stair machine
• Rowing	• Stretching
• Skating (ice and in-line)	• Surfing
• Skiing (cross-country, downhill)	• Etc.

1.2 Technical Support

You can obtain more information about our products, updates, etc. by visiting our Frequently-Asked Questions (FAQ) page at: http://www.mysporttraining.com/faq.htm.

If you have a question, want to provide some feedback or want to report a bug, please send us an email at: support@MySportTraining.com.

You can also contact us by mail at the following address:

> **Exposé Corp.**
> 16776 Bernardo Ctr. Dr.
> Suite 203
> San Diego, CA 92128

1.3 Installation

After installing MyTrainingPlan, you must reset you device. This is required in order to load the Today plug-in.

To start MyTrainingPlan, choose **Start > Programs > MyTrainingPlan**.

Upon starting MyTrainingPlan, the **About** window is shown (see Figure 1). To use MyTrainingPlan during the 5-day trial period, simply tap OK to close the window and use MyTrainingPlan. Once the trial period is completed however, the application will terminate unless you enter a registration key.

To purchase a registration key, visit www.MySportTraining.com/order.htm. Then enter the registration key to use the software beyond the trial version.
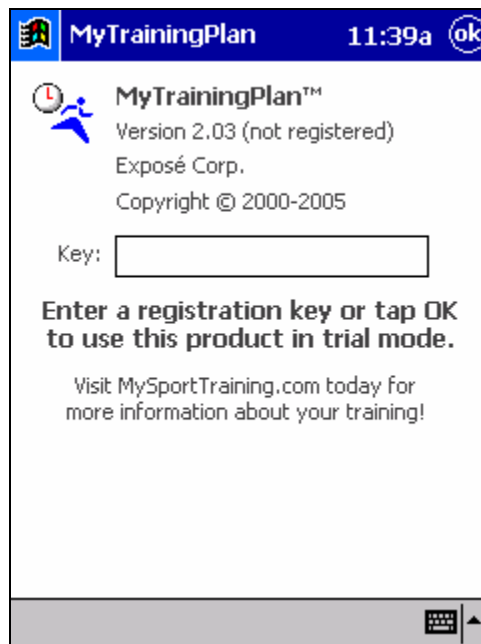
Figure 1: MyTrainingPlan About window. A registration is required after the trial period.

2   Viewing Your Training Plan

The Weekly View

MyTrainingPlan's main screen – called the weekly view – displays a list of training weeks (see Figure 2). Each week is displayed by its Monday's date[1], the training template (the type of training – more on this in section 3.2), the goal for that week (either a duration, a distance or an exercise count), and the actual personal achievements toward the goal (in red if they are below the goal).
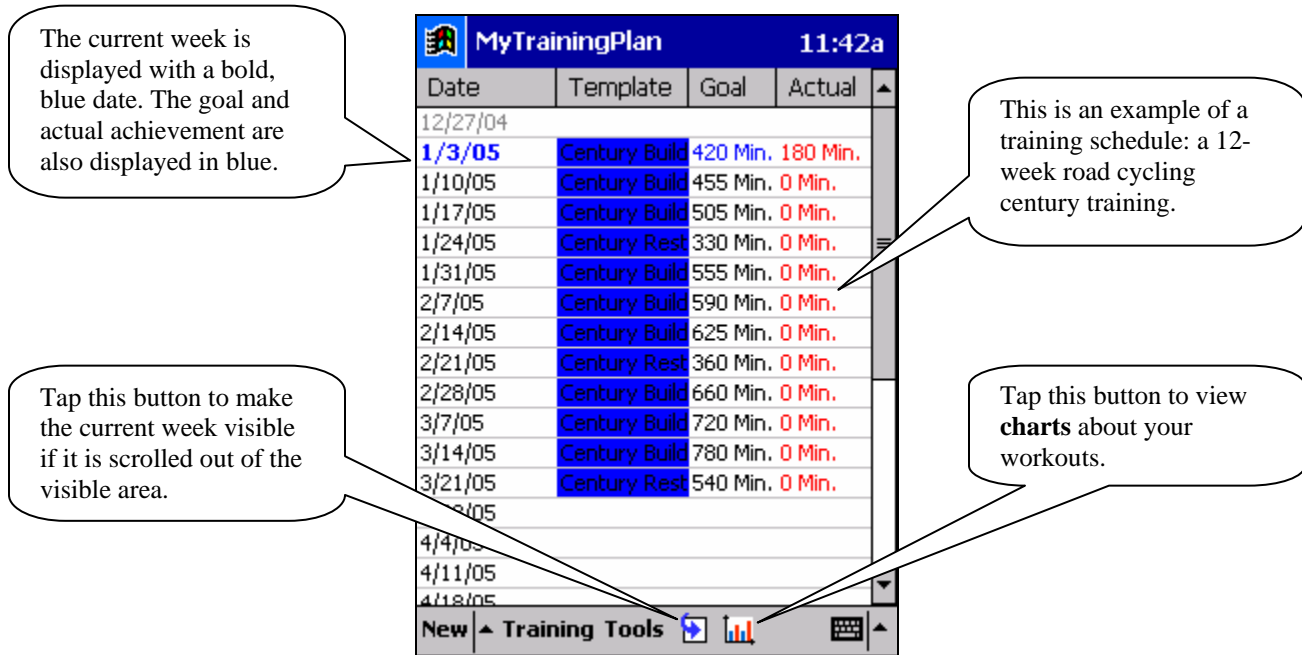
The current week is displayed with a bold, blue date. The goal and actual achievement are also displayed in blue.

This is an example of a training schedule: a 12-week road cycling century training.

Tap this button to make the current week visible if it is scrolled out of the visible area.

Tap this button to view **charts** about your workouts.

Figure 2: MyTrainingPlan's weekly view.

Selecting Weeks

Various operations described in the following pages will require you to select one or more weeks:

- You can select a single week by tapping on it (a single tap, not a double-tap).

- You can select a group of weeks by first selecting one (i.e. tapping on it) and moving the stylus up or down. Weeks will automatically be selected as the stylus is moved.

In either case, holding the stylus in place after the selection is made shows a popup menu that allows you to **edit**, **cut**, **copy**, **paste** and **clear** the selected week(s). Note that the **edit** item is only enabled for single week selection.

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[1]   Using Monday as the starting day of a training week is a *de facto* standard.

2.1 Your First Training Plan

You can build you first training plan by choosing **New**, which shows the New Training window (see Figure 3). You have the option of importing a training schedule, or to assign a training template to one or several weeks.
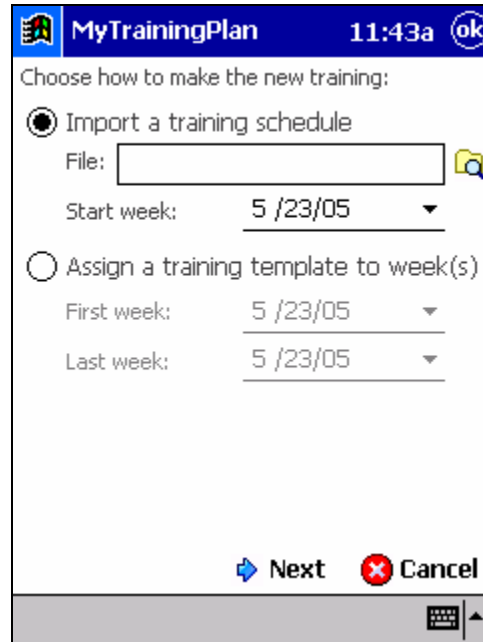

Figure 3: The New Training window.

The easiest method is to import a training schedule – a series of training weeks toward a specific objective.

Training schedules are available from www.MySportTraining.com to bring variety into your plan (see Appendix A to download them). You must download at least one training schedule in order to import it.

To import a training schedule, select a file by choosing the File Browser button , which shows the Open window (see Figure 4). Choose a file from the `\My Documents\Templates` directory. Then choose the week you want the plan to start from (by default, the current week is selected). Finally, choose Next to close the window and import the training schedule into your plan. MyTrainingPlan will open the file and import the schedule into your training plan, which will then appear in the weekly view.
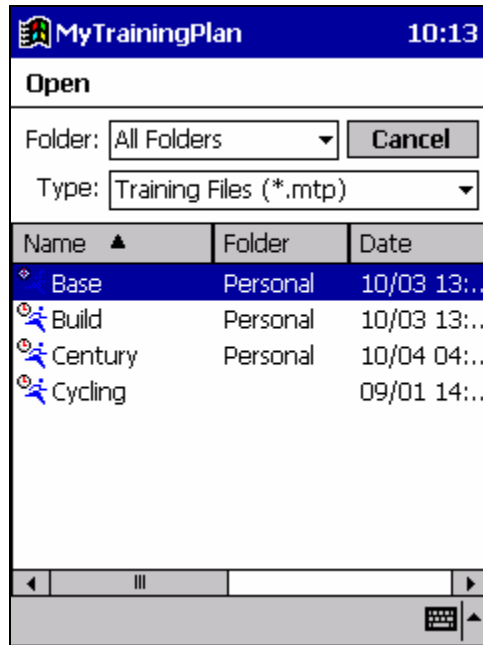
Figure 4: The Open window.

2.2 Your Plan in Details

Double-tap a week to display its content in details (you can also tap-and-hold the week and choose **Edit** from the menu that pops up). A training week can either be displayed using a graphical view (see Figure 5) or a datasheet view (see Figure 6). From the graphical view, tap the datasheet button 🔲 to see the datasheet view; from there, tap the graph button 📊 to return to the graphical view.

Both views show the same data for the selected week, only using a different format: the graphical view represents your training week at a glance, where the datasheet view allows you to edit your training with greater precision.

Both views allow you to enter your achievements toward the goal for the week (more on this is section 2.4). You can also choose which type of intensity (how hard) and volume (how long) to use by using the Intensity and Volume dropdown list at the bottom of the window respectively. The intensity is either expressed as a perceived exertion level (low, medium, high), or as training zones (1-5) if you use a heart rate monitor[2]; the volume is either expressed in distance (miles or kilometers), duration (minutes or hours)[3] or exercise count (useful for strength training or stretching exercises for instance). Since changing the volume type resets all volume values to zero[4], you will be prompted to confirm the change.

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[2] MyTrainingPlan doesn't provide the min and max for each zone – this is up to you. Simply remember that zone 5 is the highest (usually anaerobic) and 1 the lowest (typically recovery).

[3] See section 5.2 regarding choosing the distance and duration units.

[4] The volume values are reset because there is no direct correlation among distance, duration and exercise count.

The Graphical View

The graphical view displays the intensity and volume for all days of the week (Monday through Sunday). The red bars show the intensity; the blue show the volume.

The intensity and volume for a given day can be changed by tapping on a given bar and moving the stylus up or down. This is a very fast and convenient method to customize the week. This automatically updates the weekly goal as well, shown in bold under the graph.

Note that bars cannot be moved above or below the graph. If you need to enter a volume that is greater than the maximum value displayed on the scale (say you want to enter 160 minutes for the Saturday workout whereas the scale ranges from 0 to 150 – as shown on Figure 5), you must use the datasheet view to do so.
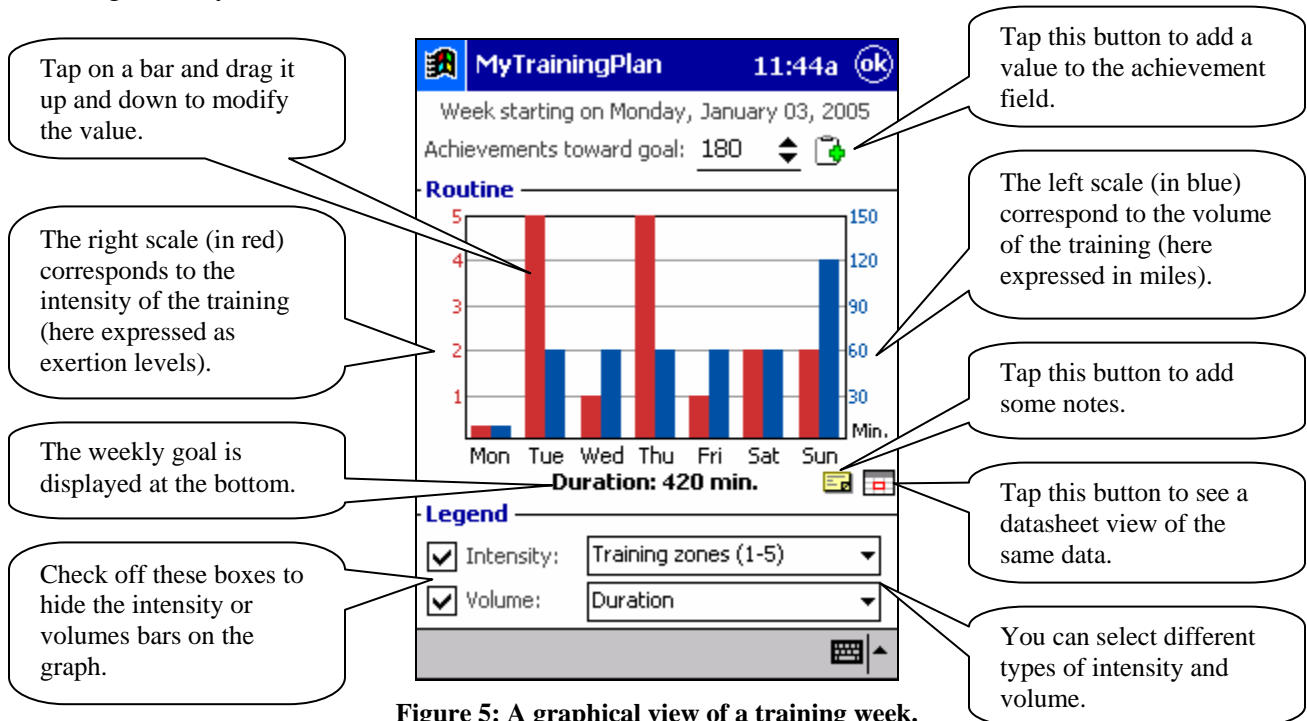

Tap on a bar and drag it up and down to modify the value.

The right scale (in red) corresponds to the intensity of the training (here expressed as exertion levels).

The weekly goal is displayed at the bottom.

Check off these boxes to hide the intensity or volumes bars on the graph.

Tap this button to add a value to the achievement field.

The left scale (in blue) correspond to the volume of the training (here expressed in miles).

Tap this button to add some notes.

Tap this button to see a datasheet view of the same data.

You can select different types of intensity and volume.

Figure 5: A graphical view of a training week.

For clarity, you may uncheck the Intensity or Volume checkbox (for instance, uncheck the Intensity to hide the Intensity bars and see the volume bars only).

The Datasheet View

The datasheet view shows the exact same data than the graphical view, but by using a grid. Note that the top and bottom portions of the window (the achievements and legend sections respectively) are not changed and as used as described before.
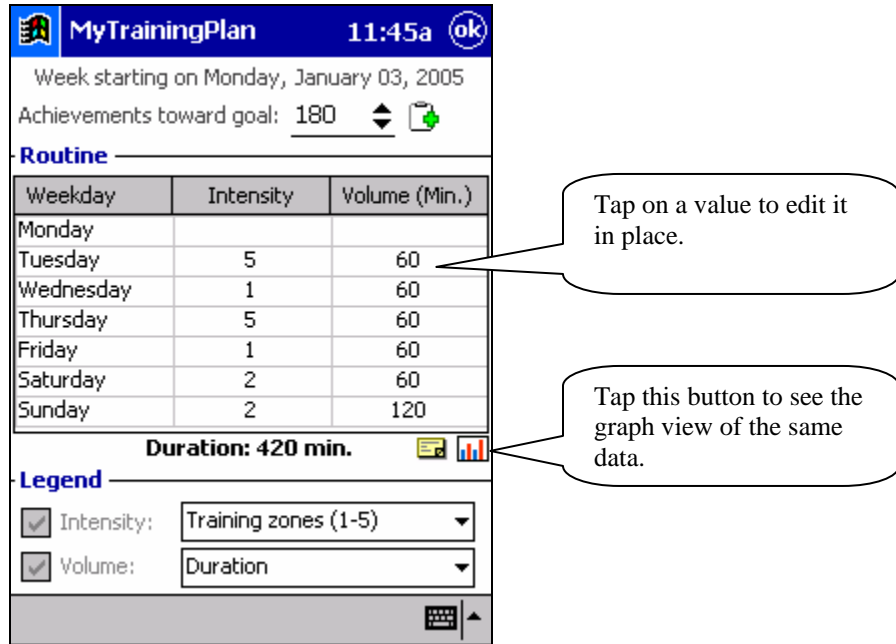

Figure 6: A datasheet view of a training week.

You can edit any value (intensity or volume) by tapping on it. You can then enter any value, including decimals (e.g. 10.5 miles). You can also enter duration in hours e.g. 1h30 instead of 90 minutes (see section 5.2 for more details).

Changing a volume value also updates the weekly goal, displayed under the grid. The graphical view is automatically updated when you return to it.

Adding and Viewing Notes

By tapping the Notes button, you can enter a note for the week and for each weekday (see Figure 7). The weekday notes are convenient because you can enter the detail of a workout. Here are some examples of weekday notes:

- The workout type (walking, running, swimming, etc.), if the weekly schedule consists of multiple types of workout.

- The detail of a strength training workout (what machine/exercise to accomplish). The number of exercises (on the graphical and datasheet views) should then match the exercise count for that day for accuracy.

- The detail of an aerobic workout's intervals (e.g. xx minutes at low intensity followed by yy minutes at very high intensity)

The notes are displayed on the Today screen for your convenience (see section 2.3 for details).
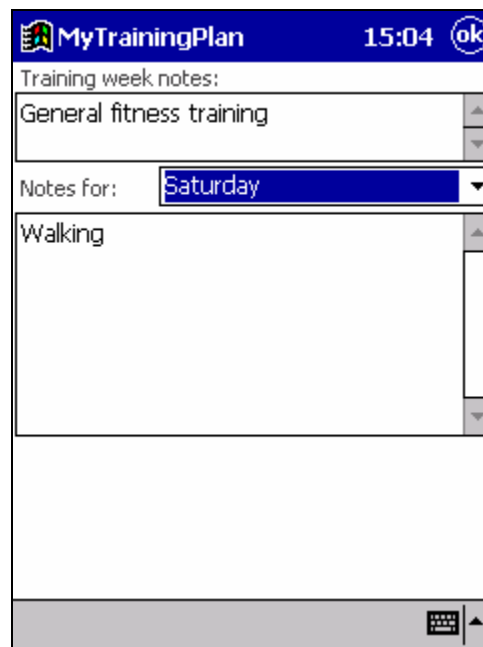

Figure 7: The Notes window.

2.3 The Today Screen Plug-In

After installing MyTrainingPlan, your Pocket PC's Today screen contains a new entry (see Figure 8). The entry contains the duration, the volume, as well as the first line of the weekday note (or the weekly note if none). The entry is automatically updated and always reflects your schedule for the day. You can disable this feature by turning off the related option (see section 5.2 for details).
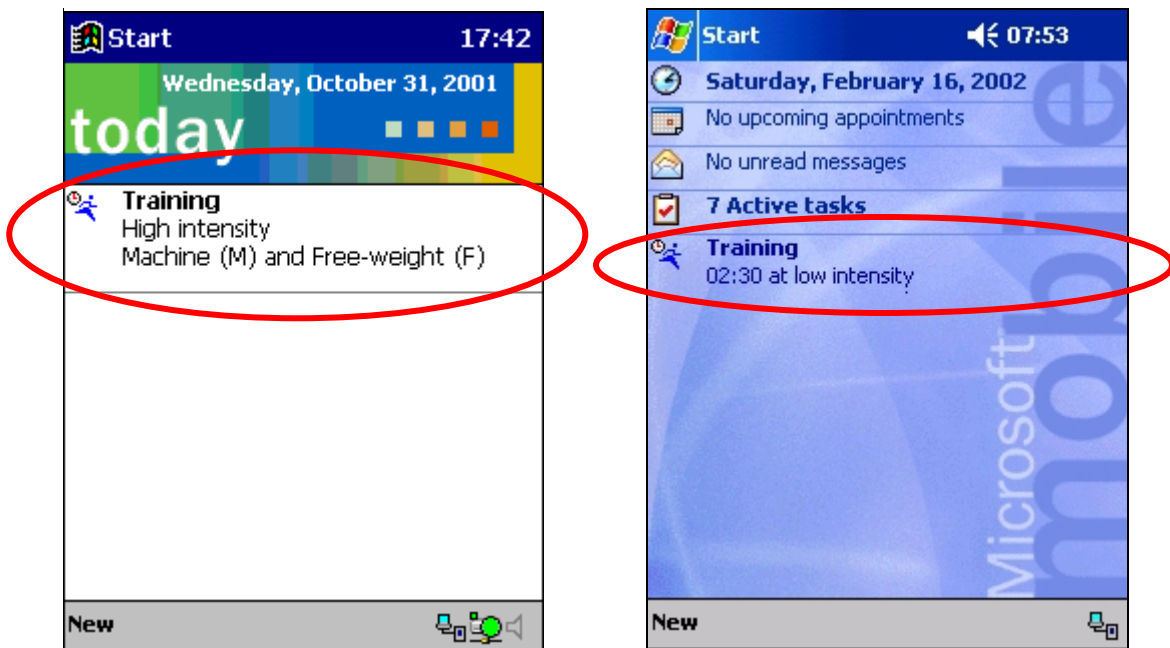

Figure 8: The Today screen plug-in on a PocketPC (left) and PocketPC 2002 (right) displays your training for the day.

2.4 Using Your Training Plan

Once your training plan is entered, there's very little for you to do other than referring to it for guidance and entering your achievements.

As shown above, MyTrainingPlan reminds you of what you chose before by displaying your training for the current day on the today screen. This is where MyTrainingPlan eliminates any guesswork, because you don't have to wonder:

1. Whether today is a rest day or a workout day.

2. What type of workout you have to do today (provided a corresponding weekday or weekly note was specified in the training)

3. How long and how hard the workout is.

Once you're done exercising for the day, add your achievements for the week. From the Today screen, simply tap on the MyTrainingPlan entry to start MyTrainingPlan. Double-

tap the current week (shown in blue) to view your weekly training. Then enter your achievements for the day. The value is already selected for your convenience; you may also tap the Add button 📋 to quickly add a value to your achievements. Note that your achievements must be expressed in the same units than the chosen volume. For instance, if the volume is distance in miles, then enter miles; if the volume is duration in hours, enter your achievements in hours.

Your achievements will show up in the weekly view, allowing to see if you are on or off track with respect to your plan. Also, as described in section 4.1, you can then view a chart of your goals vs. your achievements.

If you are looking for the ability to enter more information about your workout and obtain advanced information and charts about your performance, take a look at MySportTraining (available on www.MySportTraining.com).

3   Customizing Your Training Plan

3.1   Importing Training Schedules

You can easily extend your plan by adding other training schedules. As explained in section 2.1, you can import a training schedule by choosing **New**. An alternate method (somewhat quicker) is to select a week (on the list) which will be the starting point of a training schedule, and then choose **Training > Import** to choose a training schedule file and insert it in your plan.

If, as a result of importing a training schedule, some of your actual plan will be overwritten, the window shown in Figure 9 will be displayed. Tap **Yes** to import the training schedule, which will override some of your training, or tap **No** to abort the import.

Other training schedules can be downloaded from www.MySportTraining.com to bring variety into your plan (see Appendix A to download training plans).
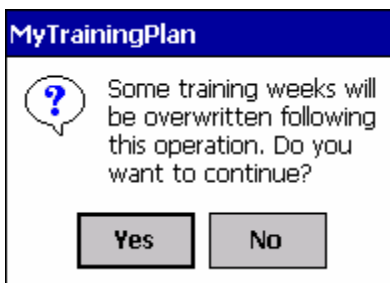

Figure 9: MyTrainingPlan warns you if importing a schedule or pasting weeks will overwrite your actual plan.

3.2   Training Templates

In addition to importing training schedules, you can customize an existing training schedule, and even build your own. To simplify the process of customizing your plan, MyTrainingPlan uses *training templates*. A template is no more than a generic week with a name that you use as a reference when building training weeks.

For instance, let's say you want to build a 6-week training schedule with the first three weeks at low-medium intensity, and the remaining weeks at medium-high intensity. You can start by defining two templates that fit your needs: one called "Base", which defines a moderate training week, and the other called "Build" that defines a high intensity training week. Then, with these two templates, you can easily build a training plan by adding training weeks that are based on any of those templates – eliminating the need to re-enter the same information for each week over an over.

There are two ways to define your own templates. The first method is to convert an existing week into a template. The second method is to create them from scratch.

Converting a Week Into a Template

If one of your training weeks has the prefect combination of volume and intensity for a given type of training and you wish to reuse that week in future planning, you may convert it into a template. To do so, tap on the corresponding week in the weekly list, and choose **Training > Convert to Template**. You will then be prompted for a file name to save the template (leave the name blank to cancel to operation). You can then modify that template, like any other template, as explained below. Note that the week the template was created upon is not modified in any way.

Creating a Template

Choose **Training > Templates…** to display the Templates window (see Figure 10). You will notice that the Templates window is very similar to a weekly training window (as shown on Figure 5). In fact, the only difference lies in the top portion of the window, which now contains the following:

- A dropdown list of the existing templates – including those you've created before, if any. MyTrainingPlan comes with one predefined template called "Fitness", which is a moderate training week to maintain one's fitness. You can create a template by tapping the Add button ; similarly, you can remove the currently-shown template by tapping the Delete button . Note that the "Fitness" template cannot be deleted.

- The color of the template when shown in the weekly view. You can assign or modify the color by tapping the Color button .
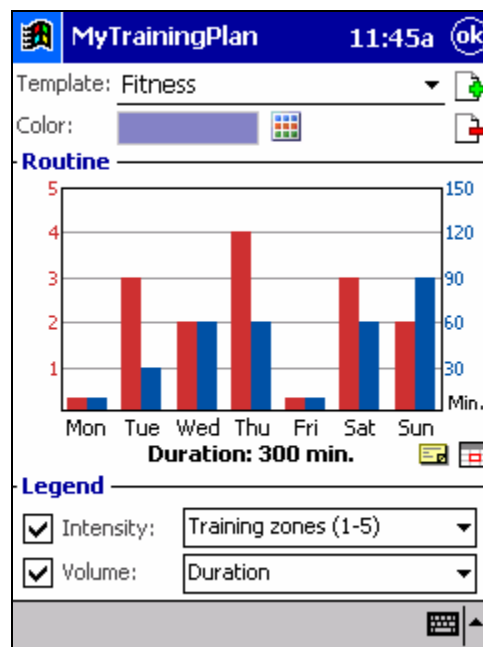

Figure 10: The Templates window.

As explained in section 2.2, you can select the default intensity (exertion or training zones) and volume (duration, distance or exercise count), and you can also modify the daily intensity and volume by taping moving the bars up or down, or taping on the datasheet button ⊡ and entering new values in the grid.

Tap OK to close the window. Note that modifying a template doesn't modify any of the existing weeks in your training plan – that only updates the template. For instance, if your training plan contains four training weeks initially based on the "Fitness" template, modifying this very template will not impact the existing four weeks.

3.3 Planning and Customizing a Week

There are two ways of planning your training for a given week. The first method is to edit an existing training week. To do so, double-tap on the corresponding date on the weekly view (Figure 2). This opens the Training Week window (Figure 5 and Figure 6). You can modify the training week as explained in section 2.2.

The second method is to assign an existing template to a week. Select the week (or a group of weeks) and choose **Training > Assign Template**, which will shown the Assign Template window (Figure 11). Note that if the week you select already contains some training information, you will be prompted that the existing information for that week will be overwritten, before being able to assign a template (see Figure 9).
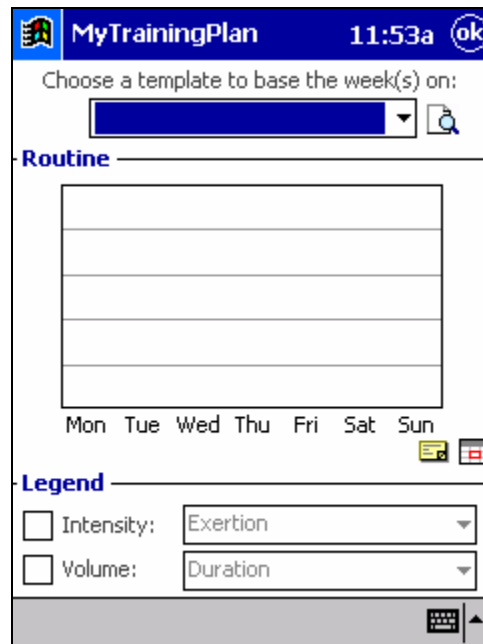

Figure 11: The Assign Template window.

The top area of the Assign Template window contains a dropdown list of the existing templates. You can tap the Browse button ⧂ to open the Templates window (Figure 10) and browse the existing templates. Choosing a template from the list automatically updates the routine and legend areas. You can modify the intensity and the volume as

described in section 2.2. Note that those modifications apply for the week your are customizing (i.e. the chosen template is not modified).

You can also assign templates from the New Training window (see Figure 3), by choosing **Assign a training template to week(s)** and entering the dates corresponding to the first and last weeks (inclusive). The two dates can be the same to indicate the same week.

Back to the weekly view, you can modify your training plan using the following features:

- You can edit, cut, copy, paste or clear one or several weeks (as described in section 2) by selecting the weeks and holding the stylus to display a popup menu.

- You can move up or down one week by first selecting it and choosing **Training > Move Up** or **Training > Move Down**.

3.4   Exporting a Training Schedule

In order to backup your training plan or to share it (or some of it) with other users, MyTrainingPlan allows you to export a group of training weeks – a training schedule – in a data file. To do so, select the weeks to export, and choose **Training > Export**. You will then be prompted for a file name (it is recommended to store the templates in the `\My Documents\Templates` directory). A message will be shown to confirm that the weeks were successfully exported. You can then transfer the data file onto your desktop for backup purposes, or post it on MySportTraining.com to share it with other users (refer to Appendix B for more details).

4 Features

4.1 Charts

You can visualize your goals and your achievements by using the Charts feature of MyTrainingPlan. This information allows you to make some corrections to your fitness plan if required.

From the main screen, tap the 📊 icon, or choose **Training > Charts**, to display the chart window (see Figure 12). You can also customize the appearance of the charts (see section 5.3 regarding preferences).
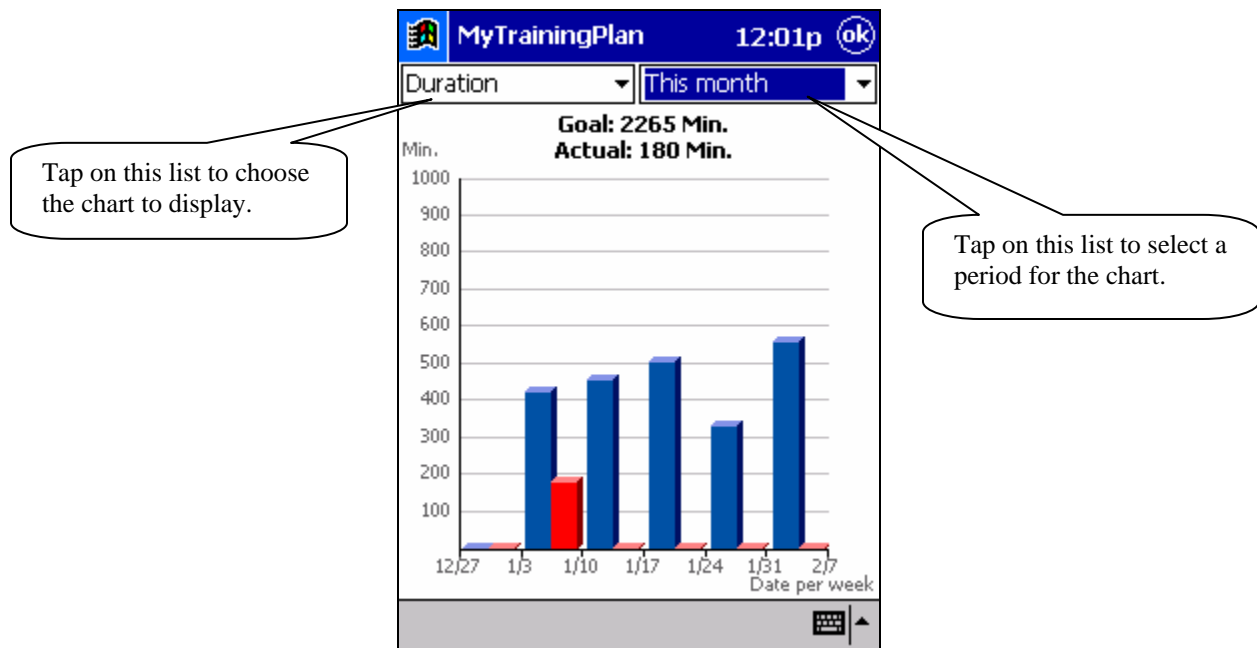

Tap on this list to choose the chart to display.

Tap on this list to select a period for the chart.

Figure 12: The chart window, showing the duration for all workouts.

Tap the top left list to select the type of chart to show. The available charts are Duration (in minutes or hours, depending on the options), Distance (miles or kilometers, depending on the options) or Exercise (count).

Tap the top right list to select the workout period to display. The choices are:

- The default period (specified in the options)
- This week
- This month
- This year
- Last week
- Last month
- Last year

- Past 30 days (by week)
- Past 3 months (by week)
- Past 6 months (by week)
- Past 12 months (by month)

Once you're done, tap the OK button to close the chart window and return to the workout list. The chart type and period are automatically saved for the next time you open the chart window.

4.2   Regional Settings

MyTrainingPlan automatically uses the regional settings (date and time formats) stored in your PocketPC. You can modify these settings as follows:

- Choose the **Start** button .
- Choose **Settings** and the **System** tab.
- Choose **Regional Settings** and select the settings of your choice.
- Once you're done, tap OK. MyTrainingPlan will automatically start using the new settings.

5 Options

Several options allow you to personalize and customize MyTrainingPlan. Choose **Tools > Options** to display the Options window (Figure 13). The next sections describes the available options.
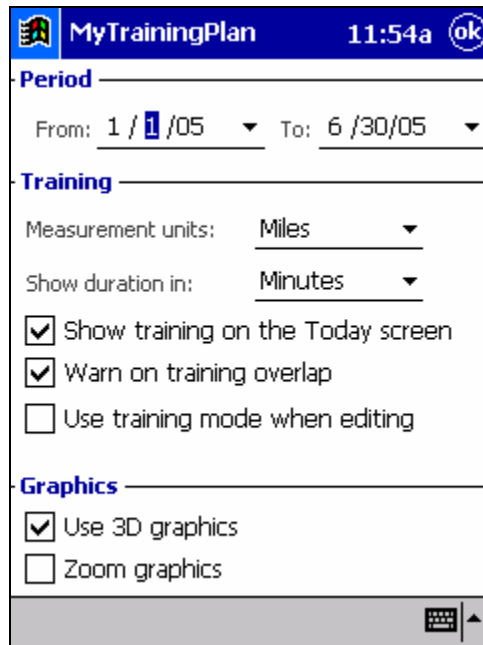

Figure 13: The Options window.

5.1 Period

The period determines the weeks that are shown in the weekly view and the scope of the "Default" period on the Charts window. Note that Monday dates are always shown, even if you select another weekday for the same week.

5.2 Training

Various options are available regarding your training:

- Choose **Miles** or **Kilometers** as the default measurement unit. You can choose any unit at any time, and MyTrainingPlan will automatically convert the data as needed.

- Choose **Hours** or **Minutes** as the format to display the training information related to duration.

- Check **Show training on the Today screen** to have MyTrainingPlan displaying your training for the current day on the Today screen. Checking off this option removes MyTrainingPlan's entry from the Today screen.

> **Note**
>
> Due to the implementation of the Today screen on the PocketPC, it is recommended to close the Options window (by taping OK) and soft reset your device after changing this option, in order for the Today screen to be properly updated.

- Check **Warn on training overlap** to be prompted to continue when an operation (such as an import or a paste) is about to overwrite existing training weeks (as shown in Figure 9). Checking off this option allows the overwrite to take place immediately without notice.

- Check **Use training mode when editing** when creating a training plan. Under this mode, editing a training week displays the grid (instead of the chart) and does not show the keyboard on the screen.

5.3 Graphics

Two options control the appearance of the graphics:

- Check **Use 3D graphics** to use a 3D effect when displaying graphs.

- Check **Zoom graphics** to narrow the range of the graphs' vertical axis. If unchecked, the range starts from zero.

A. Exchanging Files Between a PocketPC and a Desktop

MyTrainingPlan allows you to import and export training schedules, which are binary data files. You can download new schedules from the MySportTraining web site; similarly, you can export a training schedule from your plan, and have it posted for other users to download. The next sections explains how to do so.

A.1. Importing Training Schedules

1. Go to http://www.MySportTraining.com/training/plans.htm.

2. Choose a workout and click on it to download it on your desktop. Training plans are very small ZIP files (a few KB only) and only take a few seconds to download.

3. Once on your desktop, unzip the training plan. The resulting file has the same name, but with an MTP extension. MTP files can be read by MyTrainingPlan.

4. Connect your device to your desktop computer.

5. In ActiveSync, click Explore. Windows Explorer will open the Mobile Devices folder.
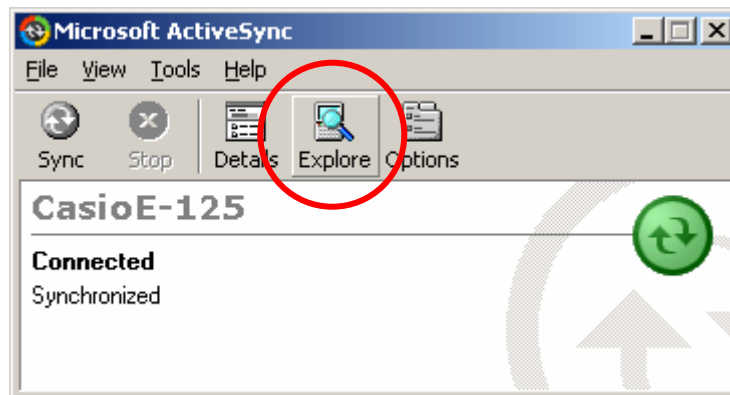
6. In another Windows Explorer, locate the training schedule file you downloaded.

7. To copy the file to your device, right-click the file and click **Copy**. Then place the cursor in the folder `\My Documents\Templates` for your device, right-click, and click **Paste**.

8. You can then import the file from MyTrainingPlan (see section 2.1 for details).

A.2. Exporting Training Schedules

1. Export your training schedule into an MTP file, as described in section 3.4.

2. Connect your device to your desktop computer.

3. In ActiveSync, click Explore. Windows Explorer will open the Mobile Devices folder.
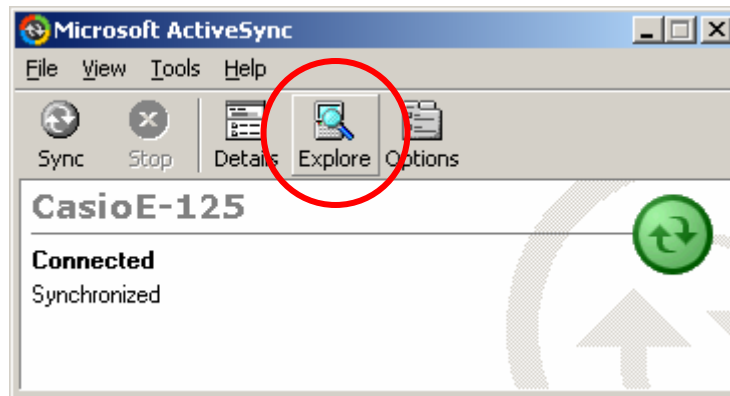
4. On your desktop, open another Windows Explorer and locate a directory where the training schedule file will be copied.

5. To copy the file to your desktop, locate the training schedule file in the `\My Documents\Templates` directory, right-click on it and click **Copy**. Then place the cursor in the desktop folder, right-click, and click **Paste**.

6. Send an email to TrainingPlan@MySportTraining.com, with the training schedule (MTP) file attached. Please be sure to include a description of what the training is for (10K run, etc.) along any useful information. The schedule will be posted within 24 hours for other users to download.