



Healthy Meetings

In the United States, employees spend an average of 5.5 hours per week in meetings. Incorporating physical activity into these times can help alleviate the negatives effects of sitting for long amounts of time. To ensure that everyone feels comfortable participating in a physically active break, share some guidelines.

Remember that stretch and active breaks are:

- Completely voluntary.
- To be done at a pace that is comfortable.
- An opportunity to move, stretch, smile and get energized.

These breaks do **NOT** have to:

- Make people sweat.
- Cause pain or discomfort.
- Be professionally organized or led by a fitness instructor.

Any staff member who expresses concern about safely participating in the stretches should be encouraged to discuss those concerns with his or her health care professional before participating..

SAMPLE ICE BREAKER/WELLNESS ACTIVITY:

NAME GAME

Ask each person to think of an action that starts with the same letter as his or her name, such as "Jumping James." The person does the action and calls out his or her action-name. Everyone then repeats the action and the action-name. Continue until everyone has a chance to say his or her name. You can go around again and make it faster, if you choose.

For participants who say, "I can't think of anything," say, "Keep thinking, we'll come back to you." If they still don't come up with anything, ask the group to help.

The "Healthy Meeting 10"

The Healthy Meeting 10 will help you to set new norms and procedures within your team so that you can meet healthfully and productively. Adopt these guidelines and make a commitment to follow them consistently.

1. Plan ahead for efficient meetings with pre-work and clear outcome-focused agendas.
2. Approach meetings with openness, a collaborative spirit and sense of fun.
3. Start meetings on time and with a healthy tip.
4. Include a stretch or active break for meetings lasting longer than one hour.
5. Meet on your feet with walking or standing meetings whenever possible.
6. If you serve food, offer fresh, healthy choices.
7. Remember, not all meetings require food.
8. Go green - reduce paper use, offer local sustainable food and recycle
9. Avoid plastic water bottles; offer water pitchers and reusable glasses.
10. Schedule 45 minute meetings rather than 1 hour.



Resources:

Title pic: www.behappy.me

Name game: <http://wilderdom.com/games/descriptions/NamePantomime.html>

Tips: [http://centerfortotalhealth.org/wp-](http://centerfortotalhealth.org/wp-content/uploads/2013/12/Healthy_Meeting_Essentials_eGuide.pdf)

[content/uploads/2013/12/Healthy_Meeting_Essentials_eGuide.pdf](http://centerfortotalhealth.org/wp-content/uploads/2013/12/Healthy_Meeting_Essentials_eGuide.pdf)