TOOL: Tips for a Healthy Meeting

What are the Benefits of a Healthy Meeting?

Providing a healthy meeting environment for our employees will prepare them for maximum participation and effectiveness so every meeting can be a successful meeting.

What is a healthy meeting?

Any meeting can be a healthy one. Help employees have a healthy day at work—by building in some activities like stretch breaks or nutritious choices, if food or snacks are available.

How To Get Started	» Start your meeting with a wellness tip—let employees share what they do to support their health, read an inspirational quote or tell about a favorite healthy recipe or restaurant. » Remind employees about upcoming events at your facility that support their health—like flu shot clinics, farmers' markets and health fairs.
Let's Get Moving or On The Move	» Including some activity in a meeting doesn't have to make people sweat, cause pain or discomfort or be led by a professional instructor. Activity during a meeting should be completely voluntary, an opportunity to move and/or stretch and energize! » Schedule brief stretch breaks during longer meetings to relax and refresh. » Encourage employees to take the stairs to and from the meeting and during breaks. » For all-day meetings, encourage employees to take a walk together at the lunch break, or walk to a restaurant instead of drive.
Healthy Eating	» Healthy eating doesn't mean you can't have any of your favorite foods—it's all about balance and having healthy choices as available as other choices. » Consider healthy choices when planning recognition and reward events, department potlucks, or even when bringing in food to share at work. It doesn't always have to be pizza and pastries! » Provide water in pitchers instead of bottled water at meetings—it's healthier and good for the Earth, too. » Stick to water, sparkling water and juices instead of sodas when providing beverages. » Keep portions small so calories don't add up too fast.

This tool and many others may be found **online** at the Sponsor and Leader Resource Guide for UBTs.