

Healthy Meetings Checklist



Employees spend an average of **30 hours** per month in meetings. Making good use of this time can be a **vital** tool to promote **wellness**.



Include Physical Activity

Encourage employees to move when needed. Consider designated time intervals for movement. i.e. 30 mins in: stretch and stand. 1 hour in: 5-10 minute walk break.



Provide Healthy Snacks

Gauge the meeting time of day and projected length. Fresh produce and high protein snacks are ideal. Place food in a prominent location, being mindful of dietary and cultural needs.



Observe Mental Health

Start and end meetings at the scheduled time. Promote positive action items and ensure each employee has a valuable reason for attending.