

Standing Meeting Guidelines

Many people assume that meetings have to take place in an office or around a conference table, but there are many benefits to holding a meeting while everyone remains standing.

Why have Standing Meetings?

Improve Productivity:

- Standing meetings have shown to be 33% shorter than sitting meetings
- More likely to end on time or early
- The quick nature of the standing meeting leads to decreased tardiness

Improve Health:

- Burns up to 50% more calories
- Avoids the decrease of enzyme activity that can contribute to cardiovascular disease
- Increased sense of alertness

Preparing for your first Standing Meeting:

- Choose a meeting agenda less than 60 minutes, preferably 15-30 minutes in length.
- Prior to the meeting, inform the participants that you will be standing, list the reasons why you are doing so, and invite them to join.
- Distribute the meeting agenda to the participants **before** the meeting date.
- Ready the Room
 - Arrive early and push the chairs against the walls so they are out of the way
 - Set up an easel and whiteboard for someone to take notes

Conducting the Meeting:

- Remind the participants the benefits of standing
- For the first few times the Standing Meetings are conducted, consider using a timer to stand for 10 minutes, and sit for 10 minutes. Repeat as needed
- Invite any people who would rather sit to do so at the start of the meeting or they may sit during the meeting if needed.

For more information, contact:

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