

Healthy Meeting Guidelines

The following are healthy snack, drink and physical activity options to offer employees during meetings:

Healthy Snack Options

- Fresh Fruits: bite size, whole, or sliced, dried fruits or pre-packaged (in water)
- Fresh Vegetables: bite size, whole, or sliced, grilled or oven roasted vegetables
- Low fat or fat free dips (mustard, salsa) with cut up fresh vegetables
- Small servings of nuts and seeds that are low in added salt and sugar
- Yogurt and fruit parfaits - low fat yogurt topped with low fat granola and fresh fruits
- Whole grain crackers with hummus, tuna, or small cubes of cheese
- Baked chips, pretzels, air popped popcorn, and breadsticks
- Bagels with low fat cream cheese or 100% fruit jams - cut bagels in halves or quarters
- Whole grain muffins (cut in half if not serving mini muffins) and whole grain breads instead of Danish, croissants, or doughnuts
- Graham crackers or fig newtons

Rethink Your Drink

- Water, spring or sparkling water - regular or flavored with no sugar
- Coffee, tea, decaf coffee and tea, herbal tea
- Non-fat (skim) or 1% milk, or non-dairy alternatives
- 100% fruit or vegetable juice, in 6-8 oz. portions
- Carbonated water, flavored or unflavored, without sweeteners
- Iced teas without any sweeteners
- Non-calorie or low-calorie beverages



Physical Activity Breaks

Physical activity breaks at meetings are great opportunities for employees to add physical activity to their workday. Anyone can lead a physical activity break. Just remember to have fun and be safe.

A Physical Activity Break is:

- An opportunity to be physically active for a short period of time during the workday
- An energizer for the rest of the meeting
- 1-2 minute stretch break or a 15-20 minute walk break

A Physical Activity Break should be:

- Voluntary
- Allow participants to go at their own pace
- Pain-free and comfortable
- Done without breaking a sweat
- Fun, safe, and does not require a professional leader

Guidelines for Physical Activity Breaks:

- Breaks can take place anywhere (inside or outside of meeting room)
- Music is optional, but can be used to pump up the group
- Ensure sufficient space and clearance to avoid injury
- Advise participants to do what feels good and stop if they feel any pain
- For 2 hour meetings, include a 5-10 minute activity break for walking or schedule a light 5 minute aerobic activity



Examples of Physical Activity Breaks:

- March in place
- Lift knees up and pump arms up and down
- Step from side-to-side
- Walk around the room
- Walk up and down the stairs
- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet - avoid bouncing!
- Move arms, head, and torso in circles
- Turn on music and dance or just move!!!