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Healthy meetings guide



Turn healthy choices into easy decisions

Incorporating simple, healthy habits into your meetings is an enjoyable, real-world way to boost energy levels. By putting them into practice, you'll strengthen a key part of your workforce health strategy and help employees stay focused throughout the day.

In this guide, you'll find ways to make healthy options part of your gatherings. Just choose the ideas and activities that are most relevant to your workplace:

- ① Healthy meal and snack ideas
- ② Refreshing break activities
- ③ Energizing meeting styles



Encourage healthy eating at every event

- Use small plates or napkins to help control portion size.
- Include fresh fruit and vegetables as half the meal.
- Keep snacks under 200 calories and meals to 650 calories or fewer.

COVID-19 disclaimer:

Kaiser Permanente supports the health of you and your employees. However, due to the pandemic, some of the tips and tools provided in this kit may not align with COVID-19 worksite safety guidelines. For CDC-recommended safety guidelines for COVID-19 prevention, please visit [cdc.gov](https://www.cdc.gov) or contact your Kaiser Permanente representative.

Let's go! >



Small changes at meetings can help boost employee well-being.

→ Employees ←
are



more engaged when provided healthy food options.

Source: Workplace Well-Being, Quantum Workplace, accessed November 21, 2019.

① Healthy meal and snack ideas

Providing healthy food options at meetings is a simple way to promote the idea of mindful eating to your employees. By making healthy choices easy, you raise awareness about smart, satisfying ways to eat well.

➤ Put good health on the table

Start morning meetings off right

- Include protein options like scrambled eggs, low-fat cheese, and plain, nonfat yogurt.
- Skip the pricey juice and choose fresh fruit, which is higher in fiber and more filling.
- Serve whole-grain toast or bagels cut into sections instead of pastries.

Keep lunch options light and colorfully appealing

- Serve healthier sandwiches with whole-grain breads, lean meats, and lots of veggie toppings.

- Offer a salad bar with options like greens, fresh veggies, grilled chicken, low fat-dressings, oil and vinegar, or lemon.

Provide low-sugar, low-salt snacks and desserts

- Satisfy between-meal munchies with whole-grain crackers, pita, and fresh veggies with salsa, hummus, or bean dip.
- Offer fruit, nuts, and seeds.
- Cut out soda in favor of still or sparkling water, low-fat milk, coffee, and unsweetened teas.

➤ More resources for healthy eating

Food for health

Share these delicious recipes and encourage employees to cook wholesome, satisfying meals.

Visit our farmers markets

Find fresh, delicious produce outside many of our Kaiser Permanente medical centers and clinics.

Healthy catering tips

Find simple ways to make healthy food choices at your next meeting.

American Heart Association Healthy Workplace Food and Beverage Toolkit

Learn how to make healthy changes at your organization.

Healthy plate flyer

Take the guesswork out of portion control.

Center for Science in the Public Interest

Get independent, science-based advice about how to eat a healthy diet.



Expand your knowledge

Build a meal booklet

Use this fun interactive booklet to plan tasty, healthy meals.



Get employees moving toward better health.

...157 million employees...



could be reached by workplace health promotion programs that help protect health and prevent disease.

Source: "Workplace Health Promotion, CDC.gov, last reviewed March 10, 2020.

② Refreshing break activities

Encourage your team members to get up and stretch during meeting breaks. You'll help them relieve stress, boost energy, and get back on task with renewed focus.

➤ Quick stretches and active breaks

Chair stretches

- Sitting up tall, turn your head to the left. Hold for 5 or 10 seconds. Turn your head to the right and repeat.
- Sit with your feet flat on the floor and your hands on the sides of your chair. Inhale, lift your left leg straight in front of you, and flex your foot. Exhale as you lower your leg. Switch legs and repeat.

Standing stretches

- Lift both arms out to your sides. Raise your arms up to the ceiling, palms together, if possible.
- Standing tall, tilt slightly forward at the waist. Tilt to the left, back, and right sides.

- Stand tall with your feet together. Lift one leg straight in front of you, about 6 inches off the ground. Hold for 15 to 20 seconds. Switch legs and repeat.

Active break ideas

- Go outside for fresh air and a quick 5- to 10-minute walk around the building.
- Climb the stairs or take a brisk walk through the halls.
- Use a fitness tracker or app and see who can log the most steps during a break.

➤ Other ideas to help improve your health

Best stretches for office workers

Try these seated stretches to release tension and stress.

Stay flexible at work

Keep your muscles flexible with these simple stretches.

Stretches all desk workers should do today

Loosen and lengthen tight muscles with these relaxing moves.

Office yoga sequence

Clear your mind and recharge your body with these basic yoga postures.



Expand your knowledge

6 stretches to undo hours of sitting

Unwind your body after a long day at the desk.



Encourage good ideas, step by step.

walking



Just a few minutes can reduce stress and anxiety levels by 42%.

Source: Curtin, Inc., August 24, 2019.

③ Energizing meeting styles

Not every gathering needs to be held at a table. Why not shift the conversation? Taking to your feet can lead to new solutions.

➤ Get your meetings moving

- For a one-on-one discussion, choose a simple route and have a walking meeting.
- Reserve an event space in a building across campus to encourage employees to walk.
- For shorter gatherings, ask employees to stand. Standing burns more calories than sitting, and helps keep everyone on task.

➤ More ways to rev up your routine

Walking for Workforce Health Toolkit

Promote the benefits of walking at your workplace.

Employee interest survey on walking

Find out your employees' walking preferences with 5 easy questions.

How walking meetings spark creativity

Get ideas moving as you walk and talk.

Use a meeting to really connect

Putting down your device allows you to be more present.

Why walking meetings can be better

Spark innovative thinking by taking a stroll.

Wellness Council of America – Walking 4 Wellness

Simply walking can have a profound, positive impact on your health.



Expand your knowledge

Instant Recess

Improve health and engagement by adding 10-minute physical activity breaks to the workday.