

A BETTER WAY to take care of business 

WORKFORCE HEALTH | RESOURCES

Healthy meetings guide



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Boost productivity with healthy meetings



Integrating simple, healthy habits into your meetings is a tangible and enjoyable way to boost energy levels and help employees stay focused throughout the day. It's low-cost, easy, and flexible enough for small events.

In this presentation, you'll find tools to plan productive meetings that engage your employees and promote healthy habits:



healthy meal
and snack ideas



fun break
activities

Encourage healthy eating at any meeting

- Serve fewer food options.
- Use small plates or napkins to help control portion sizes.
- Put food on a side table so it's harder to reach for seconds.
- Keep snacks under 200 calories and meals to no more than 650 calories.
- For a healthy plate, half of your plate should be fresh fruits and vegetables.



Start morning meetings off right



- Include some protein, like scrambled eggs, low-fat cheese, and plain, nonfat yogurt.
- Skip the orange juice and choose fresh fruit, which is higher in fiber and more filling.
- Avoid pastries. Serve whole-grain waffles, bagels, or toast instead.

Keep lunch options light and colorful



- Serve healthier sandwiches with whole-grain breads, lean meats, and lots of vegetable toppings.
- Offer a fresh salad bar with greens, colorful veggies, grilled chicken, and low-fat vinaigrettes or olive oil.
- Choose only “whole” carbs — whole-wheat pasta, quinoa, or brown rice.
- Offer a vegetarian option of hummus and vegetables.



Offer low-sugar, low-salt snacks and desserts

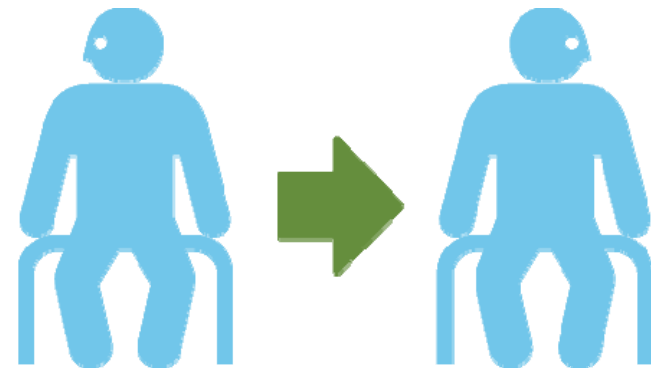


- Between meals, snack on whole-grain crackers or pita breads with salsa or bean dip and fresh veggies.
- For sweet treats, serve fruit. You can also offer individual chocolates, or cookies and brownies cut into halves or quarters.
- Offer drinks such as still and sparkling water, coffee, low-fat milk, and unsweetened teas.

Chair stretches

Sit tall and breathe deeply as you do these energizing stretches:

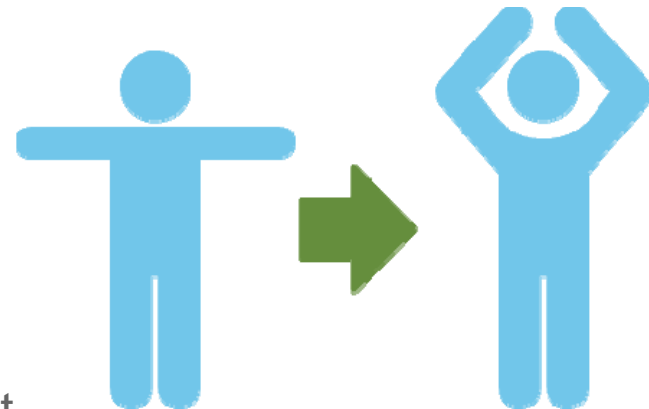
- Exercise 1
 - Turn your head to the left and hold for 5 to 10 seconds.
 - Turn your head to the right and repeat.
- Exercise 2
 - Sit with your feet flat and your hands on the sides of your chair.
 - Inhale as you lift your left leg straight in front of you and flex your foot.
 - Exhale as you lower your left foot to the floor.
 - Switch legs and repeat.



Standing stretches

Increase blood flow with the following exercises:

- Exercise 1
 - Lift both arms out to your sides.
 - Raise your arms up to the ceiling, palms together, if possible.
- Exercise 2
 - Standing tall, tilt slightly forward at the waist.
 - Tilt to the left, back, and right sides.
- Exercise 3
 - Stand tall with your feet together.
 - Lift one leg straight out in front of you, about six inches off the ground. Hold for 15 to 20 seconds.
 - Switch legs and repeat.



Active breaks

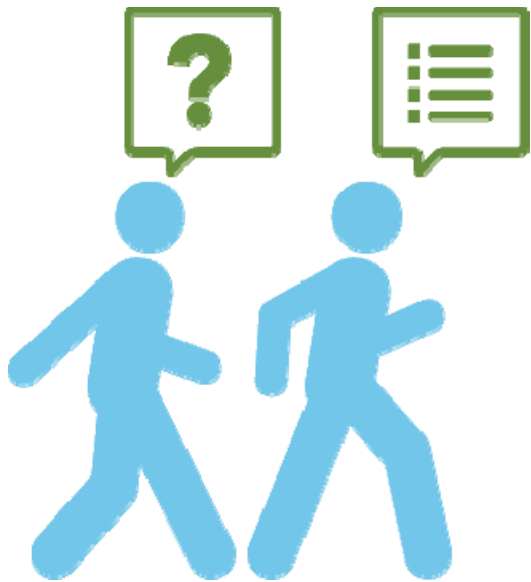
Give team members a chance to stretch their legs and liven up the mood of the meeting.



- Take a quick 5–10 minute walk around the building. Fresh air will refresh and energize you for the rest of your meeting.
- If you don't have time to leave the building, take a quick walk through the halls or climb the stairs.
- Hand out pedometers to meeting participants. See who can climb the most steps during the break.

Moving meetings

Shake up your routine with these ideas to get meetings moving:



- For a one-on-one discussion, choose a simple route and have a walking meeting.
- Reserve a conference space in a building across campus to encourage employees to walk.
- If employees don't want to walk, encourage them to stand for shorter meetings. They'll still burn more calories than if they were sitting.

Make the most of your meetings



By making just a few small changes at meetings, you'll be supporting the overall health and productivity of your employees while helping reduce their risk of obesity and chronic disease.

And most importantly, you'll take a big step toward developing a long-lasting culture of health at your workplace.



For more workforce health resources, contact your Kaiser Permanente representative.

Kaiser Foundation Health Plan, Inc., in Northern and Southern California and Hawaii • Kaiser Foundation Health Plan of Colorado • Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Road NE, Atlanta, GA 30305, 404-364-7000 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., in Maryland, Virginia, and Washington, D.C., 2101 E. Jefferson St., Rockville, MD 20852 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232.