

Healthy Meeting Guidelines

Organize meetings with the wellness of the attendees in mind.

- ✓ Let attendees know they can stand up or walk around during the meeting.
- ✓ Have employees stand up when speaking.
- ✓ Plan activity breaks and/or wellness moments into the agenda.
- ✓ Start the meeting with a joke or funny video (work-appropriate) for emotional well-being.
- ✓ Lead a stretch break using the examples provided on the back of this page or have the wellness team lead one.
- ✓ Share wellness success stories from the team or other employees.
- ✓ Make water the default beverage.
- ✓ Provide healthy meals and snack options. Follow the 80-20 rule: 80% healthy foods and 20% not-so healthy foods.
- ✓ Start the meeting with a joke or funny video (work-appropriate) for emotional well-being.
- ✓ For smaller groups or shorter meetings, plan a walking meeting.



Contact **HealthySteps to Wellness**
for questions or requests

healthysteps@stanfordhealthcare.org

LENGTH OF MEETING

TYPE OF BREAK

SUGGESTED BREAK INTERVALS

0 – 30 minute meeting	2 – 5 minute, stand up and stretch	Middle of the meeting
30 – 60 minute meeting	5 – 10 minute, stand up and stretch	Middle of the meeting
1 – 4 hour meeting	10 – 15 minute, light aerobic activity	First and last hour of meeting
4 – 8 meeting	Stretch breaks, 5 minute activity 30 minute break or physical activity	Once every hour, extended break during middle of meeting

Hips

SEATED EXERCISE

Knee Raises

- Sit in a chair with your feet slightly apart.
- Breathe out as you lift one leg straight up, so the knee rises toward your shoulder.
- Hold for 3 seconds.
- Breathe in as you return your foot to the floor.
- Repeat 3 times.

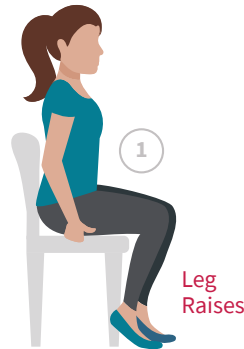


Legs

SEATED EXERCISE

Leg Raises

- Breathe out as you lift one leg off the floor and extend with a slight bend in the knee.
- Hold for 3 seconds.
- Breathe in as you lower your leg back to the floor.
- Repeat 3 times with each leg.



Neck

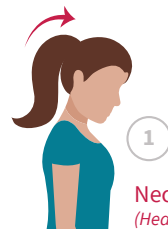
STANDING EXERCISE

1. Neck Rotation (Head Down)

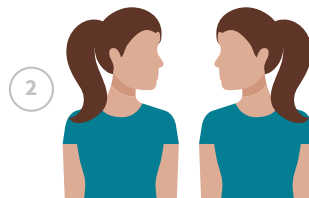
- Start with your head in the center.
- Relaxing the shoulders, exhale as you bend your head forward, bringing your chin to your chest.
- Stop when you feel a gentle stretch.
- Hold for 10 seconds.
- Inhale as you return your head to center.
- Repeat 3 times.

2. Neck Rotations (Left to Right)

- Start with your neck in midline position and head straight.
- Exhale as you turn your head to the left, so you look over your left shoulder.
- Stop when you feel a slight stretch.
- Hold for 10 seconds.
- Inhale as you return to the initial position.
- Repeat 3 times.
- Next, turn your head to the right and repeat 3 times.



Neck Rotation (Head Down)



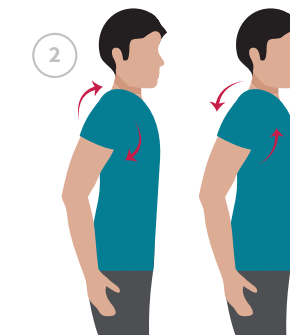
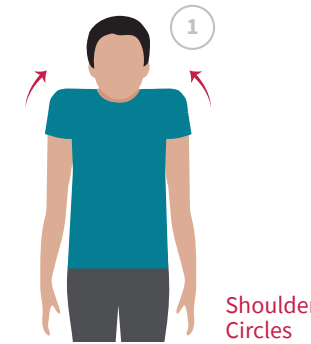
Neck Rotation (Left to Right)

Shoulders

STANDING EXERCISE

Shoulder Circles

- Let your arms hang by your sides.
- Roll your shoulders behind you in a circular motion.
- Repeat 6 times.
- Change direction and roll your shoulders forward in a circular motion.
- Repeat 6 times.



Wrists

STANDING EXERCISE

1. Wrist Flexion & Extension

- Bend wrist down until you feel a stretch.
- Hold for 5 seconds.
- Slowly return to starting position.
- Bend wrist up until you feel a stretch.
- Hold for 5 seconds.
- Slowly return to starting position.
- Repeat 6 times.

2. Wrist Circles

- Rotate your right wrist clockwise.
- Perform the same rotation counterclockwise.
- Repeat with each wrist 6 times.

