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
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.

Leg Raises
- Breath 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.

Legs
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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.

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   - Repeat 3 times.
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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.

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   - Repeat 3 times.
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Wrist Flexion & Extension
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.

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