

Healthy Meeting Guidelines

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

Healthy Snack Options

- Whole, fresh fruits like apples, oranges and bananas
- Cut-up fresh fruit including honeydew melon, cantaloupes and watermelon
- Bite-size fruits and vegetables like grapes, cherries, baby carrots, cherry tomatoes and broccoli florets
- Pre-packaged fruit cups when refrigeration is not available
- Dried fruit or trail mix
- Assortment of low-fat cheeses
- Low-fat dips, salsa or mustard
- Pita chips served with hummus
- Low-fat yogurt in a variety of flavors
- Whole grain crackers or air popped popcorn
- Graham crackers or Fig Newtons
- Pretzels
- Bagels with low-fat cream cheese or jams - cut bagels in halves or mini-bagels

Rethink Your Drink

- Water
- Water flavored with slices of lemon, lime, cucumber, or watermelon
- Unsweetened iced tea
- Regular and decaffeinated coffee
- Low-fat and skim milk
- Soy beverages
- 100% fruit or vegetable juice
- 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:

- Completely voluntary
- Movement at one's own pace that is comfortable and does not cause pain
- 3 to 10 minutes long, gets the muscles warm, and the heart pumping
- A reason to smile
- An energizer for the rest of the meeting

How to Lead a Break:

- Breaks can take place anywhere (e.g., inside the meeting room, outside the room, outside the building, or even in your chair)
- Ensure sufficient space and clearance for everyone to avoid injury
- Advise participants to do only what feels good and to stop immediately if anything hurts



Meeting Break Activities:

- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet—avoid bouncing and jerky movements
- Move arms, head, and torso in circles
- Lead a brisk walk around the room, the inside of the building, or outside, use the stairs, if available
- March in place

Resources:

Network for a Healthy California-Worksite Program, www.takeactionca.com

Centers for Disease Control and Prevention, www.cdc.gov

