



Healthy Meetings

Do you want employees to be alert and focused at meetings? If so, offer healthy snacks and beverages and add short activity breaks to help boost energy. You will show staff you care about their health by serving healthy foods and beverages and making time for physical activity breaks. This tool will give you ideas on how to make meetings healthy for employees.

STEPS TO SUCCESS

1. Talk with the Wellness Committee. Discuss how the *Healthy Meetings* tool can help everyone at work stay healthy.
2. Come up with a plan.
3. Talk to staff about the healthy changes being made.
4. Review and update policies as needed.

TOOL TIPS

Tips to Make Meetings Healthy and Productive

We are surrounded by food all day, every day. Consider not serving food at mid-morning or mid-afternoon meetings. If food is served, emphasize fruits and vegetables. Offer water to drink. Follow the tips below to ensure you are offering healthy options that will keep staff full of energy and on task!

General Tips

- Serve fruits and vegetables every time food is served.
- Serve a variety of whole grains.

- Provide fat-free or lowfat (1%) dairy.
- Offer lean meat. Try skinless poultry, fish, beans, tofu, eggs, or nuts and seeds.
- Offer fat-free, lowfat, low-calorie foods.
- Offer foods that are low in salt and sodium.
- Serve small portions of items high in calories, sugar, or salt.
- Offer vegetarian, lactose free, and gluten free options for employees with food sensitivities or allergies.

Meal and Snack Ideas

- Whole or cut-up fresh fruits that are in season
- Cut-up fresh vegetables with lowfat dips
- Salads with a variety of colorful vegetables and fruit
- Dried fruits and nuts
- Sandwich trays with fresh vegetables, lean meats, sliced lowfat cheeses, and lowfat spreads
- Beans, peas, and lentils as healthy side dishes
- Whole wheat mini bagels
- Lowfat string cheese or yogurt cups



Beverage Ideas

- Pitchers of water
- Coffee, hot tea, and unsweetened iced tea
- Fat-free or lowfat (1%) milk
- 100% fruit or vegetable juice, 6-8 ounces per serving

IN AGRICULTURE:

Provide fresh fruits and vegetables straight from your farm at meetings. Or make trades with other farms nearby to offer something different.

For more healthy food options, visit www.ChooseMyPlate.gov. Or find *Nutrition Education and Obesity Prevention Branch* recipe books at www.CaChampionsForChange.net.

Tips for Fun Physical Activity at Meetings

Take a break! A meeting break is a chance for employees to get some physical activity while providing an energy boost to get through the day. You do not have to be an expert to lead a physical activity break. Just remember to have fun and be safe!

A physical activity break is:

- completely voluntary.
- moving at your own pace that feels comfortable.
- a chance to be active for a short time during the work day.
- an energy booster.

A physical activity break does not need to:

- make people sweat.
- cause pain or discomfort.
- be led by a professional.

Easy Tips on How to Lead a Physical Activity Break:

- If your job is physically active already, you may benefit from light stretching rather than a warm up or vigorous activity.
- Energy breaks can take place indoors and outdoors.
- Make sure there is plenty of space to avoid injury.
- Tell participants to do only what feels good for them and to stop if there is pain or discomfort.

Physical Activity Ideas:

- 1 – 2 minutes of stand-up-and-stretch activity
- 3 – 10 minutes of activity that warms up muscles and gets the heart pumping
- Lead a 10-minute brisk walk inside or outside the building. Take the stairs if possible
- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet. Avoid bouncing and jerky movements
- Move arms, head, and torso in circles

Employees may lift knees higher or pump their arms if they want to get a more vigorous workout IF it feels comfortable.

Web Links for Quick and Easy Physical Activities:

You will find on our website many resources for quick and easy physical activities, including:

- *Shape of Yoga* videos and booklets.
- *Power Up in 10* videos and booklets.
- *Network for a Healthy California—Playing for Healthy Choices* physical activity cards.
- information on stretching activities.
- much more.

GO FURTHER

TAKE IT HOME

Connect employees to community food assistance resources. Provide information on:

- CalFresh (SNAP, formerly food stamps).
- WIC.
- food pantries.
- free/reduced school breakfast and lunch.
- afterschool or summer meals for their children.

CATERED MEETINGS

If you have a meeting catered, let your vendor know you prefer healthy items.

LEAD BY EXAMPLE

Management and other leaders can commit to healthy eating and encourage all staff to do the same.

OFFER INCENTIVES

Reward staff for participating in the wellness program and for reaching healthy goals.

PROMOTE HEALTHY MESSAGES

- Promote healthy messages through paycheck stuffers.
- Hang healthy eating and physical activity posters in the break room, changing room, or any door/wall.
- Have a wellness display in the break room.
- Keep messages fresh. Change posters and displays often.
- Find handouts and paycheck stuffers at: www.HarvestOfTheMonth.com.

FOR MORE INFORMATION:

Visit our website at

www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample healthy meeting policies.
- printable handouts.
- healthy recipes.
- video links.
- more information.



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.CaChampionsForChange.net.

