STANDING MEETING GUIDELINES

Benefits:

- Improved Health:
  - Burn up to 50% more calories
  - Avoid the decrease in enzyme activity that can contribute to cardiovascular disease
  - Increase alertness
- Improved Productivity:
  - Standing meetings have been shown to be 33% shorter than sitting meetings
  - Less tardiness
  - More likely to end on time (or early!)

Getting ready for your first standing meeting:

- Choose a meeting for which the agenda is 30-60 minutes
- Beforehand, let meeting participants know that you will be standing, the reasons why you are doing so, and invite them to join you
- Distribute agenda to participants *prior* to meeting date
- Ready the room
  - Arrive early and push chairs to the sides of the room where they are somewhat out of the way
  - Obtain and set up an easel and whiteboard for someone to take notes

Conducting the meeting:

- Remind people of the benefits of standing
- Invite any people who would rather sit to do so now or at any time during the meeting
- For the first few times standing meetings are conducted, consider using a timer to stand for 10 minutes, sit for 10 minutes. Repeat as needed.