WALKING MEETING GUIDELINES

Benefits:

- Improve Health:
  - Lose weight
  - Improve cholesterol levels
  - Fresh air and light improves mental well-being, energy and alertness
  - Stimulate oxygen flow, increasing brain function that increases ability to solve problems faster
- Improve Productivity:
  - Different environments often inspire new ideas and stimulate creativity
  - Cuts through hierarchical work distinctions and sets people at ease, enhancing a positive working spirit
  - Fewer distractions

Getting ready for your first walking meeting:

- Before the meeting, discuss the reasons for conducting a walking meeting with other attendees
- Keep meeting size small; two to five people is ideal
- Set the length of the meeting with consideration to participants’ fitness levels
- Determine route (based on duration of meeting)
- Ready a recording device or smartphone to capture important points
- Consider having the meeting early in the workday to set the tone for the day, or late in the afternoon, when energies are spent
- Distribute agenda to participants prior to meeting date
- A day before the meeting, send a reminder to participants to wear comfortable shoes

Conducting the meeting:

- Choose a person to operate the recording device and distribute minutes
- Walk for 10 minutes or so, then pause to regroup for a couple of minutes before continuing to walk
- At the end of the meeting, recap highlights and discuss any action items