

- ACTIVE U -
Take 20

ACTIVE MEETINGS



Take 20! Being active for at least 20 minutes every day can go a long way towards keeping you healthy.



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ACTIVE MEETINGS

Physical inactivity is one of the UK's greatest health challenges, and given that we spend a lot of time at work it's important that we implement being more active during our working day. The workplace is an ideal place to practice changing habits and creating new ones to become more physically active during your daily routine. As an alternative to sitting for a meeting, try conducting a walking meeting.

Why have a walking meeting?

- To conveniently begin your 20 minutes of activity per day! To improve your health and wellbeing with workplace activity
- Improved productivity – different environments often inspire new ideas, stimulate creativity and discussion
- A shift in group dynamics - walking and talking side by side cuts through hierarchical and status distinctions and sets people at ease
- Walking allows the mind to become more flexible and better able to solve problems
- Physical activity energises you and makes you feel more alert – particularly in the afternoon
- Time outdoors with fresh air and light, improves physical and mental wellbeing
- Meetings on foot are usually quicker and more focussed than office meetings, with reduced laptop or technology interruptions

Preparation / Considerations

A walking meeting is still a meeting. It should have the same elements as other meetings: an agenda, a purpose, open discussion, and a conclusion with actions to close. A little preparation is needed however.

- Ask permission from all attendees to try doing it on foot
- If you have documents to discuss, allocate ten minutes at the start to review these documents when not walking
- Plan your route for your meeting time and consider the weather!

Size: Keep meeting size small; two to four people is ideal.

Roles: A facilitator, guide and note taker (using your smart phone dictation) are all useful roles to assign to ensure a successful and productive meeting.

Pace: Make sure the walking pace is comfortable for everyone. A walking meeting should move at the pace of the slowest person. Set the length of the meeting and route with consideration to participants' ability levels.

Clothing: If you're heading outside for your meeting, if possible, give advance notice for walking meetings so that participants can wear appropriate shoes and clothes.

Safety: Pay attention to safety and mobility issues. You can manage mobility issues by shortening the walk, ensuring a clear pathway or having stops along the way. Also pay attention while walking to avoid tripping and falling, and avoid always gazing into your mobile phone!

Incorporate walking meetings into your regular meeting schedule.