Healthy meetings guide

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Turn healthy choices into easy decisions

Incorporating simple, healthy habits into your meetings is an enjoyable, real-world way to boost energy levels. By putting them into practice, you’ll strengthen a key part of your workforce health strategy and help employees stay focused throughout the day.

In this guide, you’ll find ways to make healthy options part of your gatherings. Just choose the ideas and activities that are most relevant to your workplace:

① Healthy meal and snack ideas
② Refreshing break activities
③ Energizing meeting styles

Encourage healthy eating at every event
• Use small plates or napkins to help control portion size.
• Include fresh fruit and vegetables as half the meal.
• Keep snacks under 200 calories and meals to 650 calories or fewer.

Let’s go!
Small changes at meetings can help boost employee well-being.

Employees are 10% more engaged when provided healthy food options.

1 Healthy meal and snack ideas

Providing healthy food options at meetings is a simple way to promote the idea of mindful eating to your employees. By making healthy choices easy, you raise awareness about smart, satisfying ways to eat well.

Put good health on the table

Start morning meetings off right

- Include protein options like scrambled eggs, low-fat cheese, and plain, nonfat yogurt.
- Skip the pricey juice and choose fresh fruit, which is higher in fiber and more filling.
- Serve whole-grain toast or bagels cut into sections instead of pastries.

Keep lunch options light and colorfully appealing

- Serve healthier sandwiches with whole-grain breads, lean meats, and lots of veggie toppings.
- Offer a salad bar with options like greens, fresh veggies, grilled chicken, low-fat dressings, oil and vinegar, or lemon.

Provide low-sugar, low-salt snacks and desserts

- Satisfy between-meal munchies with whole-grain crackers, pita, and fresh veggies with salsa, hummus, or bean dip.
- Offer fruit, nuts, and seeds.
- Cut out soda in favor of still or sparkling water, low-fat milk, coffee, and unsweetened teas.

More resources for healthy eating

Food for health

Share these delicious recipes and encourage employees to cook wholesome, satisfying meals.

Visit our farmers markets

Find fresh, delicious produce outside many of our Kaiser Permanente medical centers and clinics.

Healthy catering tips

Find simple ways to make healthy food choices at your next meeting.

Expand your knowledge

Build a meal booklet

Use this fun interactive booklet to plan tasty, healthy meals.

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Get employees moving toward better health.

Inactivity is a contributing cause to at least 35 chronic diseases.

② Refreshing break activities

Encourage your team members to get up and stretch during meeting breaks. You’ll help them relieve stress, boost energy, and get back on task with renewed focus.

Quick stretches and active breaks

Chair stretches
- Sitting up tall, turn your head to the left. Hold for 5 or 10 seconds. Turn your head to the right and repeat.
- Sit with your feet flat on the floor and your hands on the sides of your chair. Inhale, lift your left leg straight in front of you, and flex your foot. Exhale as you lower your leg. Switch legs and repeat.

Standing stretches
- Lift both arms out to your sides. Raise your arms up to the ceiling, palms together, if possible.
- Standing tall, tilt slightly forward at the waist. Tilt to the left, back, and right sides.

Active break ideas
- Go outside for fresh air and a quick 5 to 10 minute walk around the building.
- Climb the stairs or take a brisk walk through the halls.
- Use a fitness tracker or app and see who can log the most steps during a break.

Other ideas to help improve your health

Best stretches for office workers
Try these seated stretches to release tension and stress.

Stay flexible at work
Keep your muscles flexible with these simple stretches.

Stretches all desk workers should do today
Loosen and lengthen tight muscles with these relaxing moves.

Office yoga sequence
Clear your mind and recharge your body with these basic yoga postures.

Expand your knowledge

6 stretches to undo hours of sitting
Unwind your body after a long day at the desk.

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Encourage good ideas, step by step.

Just a few minutes of walking can reduce stress and anxiety levels by 42%.

Energizing meeting styles

Not every gathering needs to be held at a table. Why not shift the conversation? Taking to your feet can lead to new solutions.

Get your meetings moving

• For a one-on-one discussion, choose a simple route and have a walking meeting.
• Reserve an event space in a building across campus to encourage employees to walk.
• For shorter gatherings, ask employees to stand. Standing burns more calories than sitting, and helps keep everyone on task.

More ways to rev up your routine

Walking for Workforce Health Toolkit
Promote the benefits of walking at your workplace.

Employee interest survey on walking
Find out your employees’ walking preferences with 5 easy questions.

Guide to walking meetings
Take to your feet to inspire new insight.

How walking meetings spark creativity
Get ideas moving as you walk and talk.

Use a meeting to really connect
Putting down your device allows you to be more present.

Why walking meetings can be better
Spark innovative thinking by taking a stroll.

Wellness Council of America—Walking 4 wellness
Simply walking can have a profound, positive impact on your health.

Expand your knowledge

Instant Recess
Improve health and engagement by adding 10-minute physical activity breaks to the workday.

Information may have changed since publication.