

# Ressources for Energized Meetings



static



dynamic

Movement invigorates.

# Energize Your Meetings

**An energized meeting starts with the right [agenda](#), movement and food choices.**

## **Movement / Microburst**

Sufficient movement improves circulation, energy levels and engagement to keep your attendees fully present.

## **Relaxation & Recovery for longer (one to several days) meetings**

Try to incorporate a few non-work-related activities into the agenda to help keep attendees engaged and focused on the agenda. Build e-mail time into the agenda.

## **Walking Meetings**

Use our outside [CILAG trails](#). Most effective for one-to-one or small groups (3-5 participants).

## **Healthy Food & Beverages**

Planning healthy, properly timed snacks, meals, and beverages will enhance energy levels and help participants stay mentally focused and fully engaged.

# Movement Breaks

## Incorporate recovery breaks into the agenda

### Take 5-15 minute recovery breaks

- Stand, walk or take the stairs every 90-120 minutes
- Open windows for fresh air
- [Stretch every 30-45 minutes](#)

### Walking trails

Before or after the meeting go for a a group walk. See [CILAG trails](#).

### Move more

Give permission for participants to stand and move throughout meeting. Set the example with your own actions.

### Natural light

If possible, choose a meeting space with natural light, which can energize attendees and improve brain function.



## Movement Breaks

### Incorporate recovery breaks into the agenda

#### Strategic Recovery Slides

Depending on the length of your meeting, include one or more of the [Strategic Recovery slides](#) into the presentations as a reminder to take an energy break.

#### Virtual meetings

When leading a virtual meeting, web ex, teleconference or Global Connect meeting, let attendees know when they can get up and away from their computers if there aren't any documents or items to review during the call.



# Healthy Food & Beverages

## Provide enough drinking water & avoid sugary beverages

Look for beverages with < 0-5g sugar per 330 ml and contain no artificial sweeteners. Choose water, tea or coffee (with little or no sugar).

## Eat every 2-4 hours: Plan healthy snacks so attendees can sustain their energy between meals.

Choose whole foods like fruits and vegetables

Snacks with max 100-150 calories and

5g protein and /or fiber per serving for sustainable energy

## For one-day meetings: provide healthy meals, following the 5 handfuls rule:

2 handfuls of vegetables and/or fruits

2 handfuls of whole grains

1 handful of lean protein



# Build a Healthy Plate

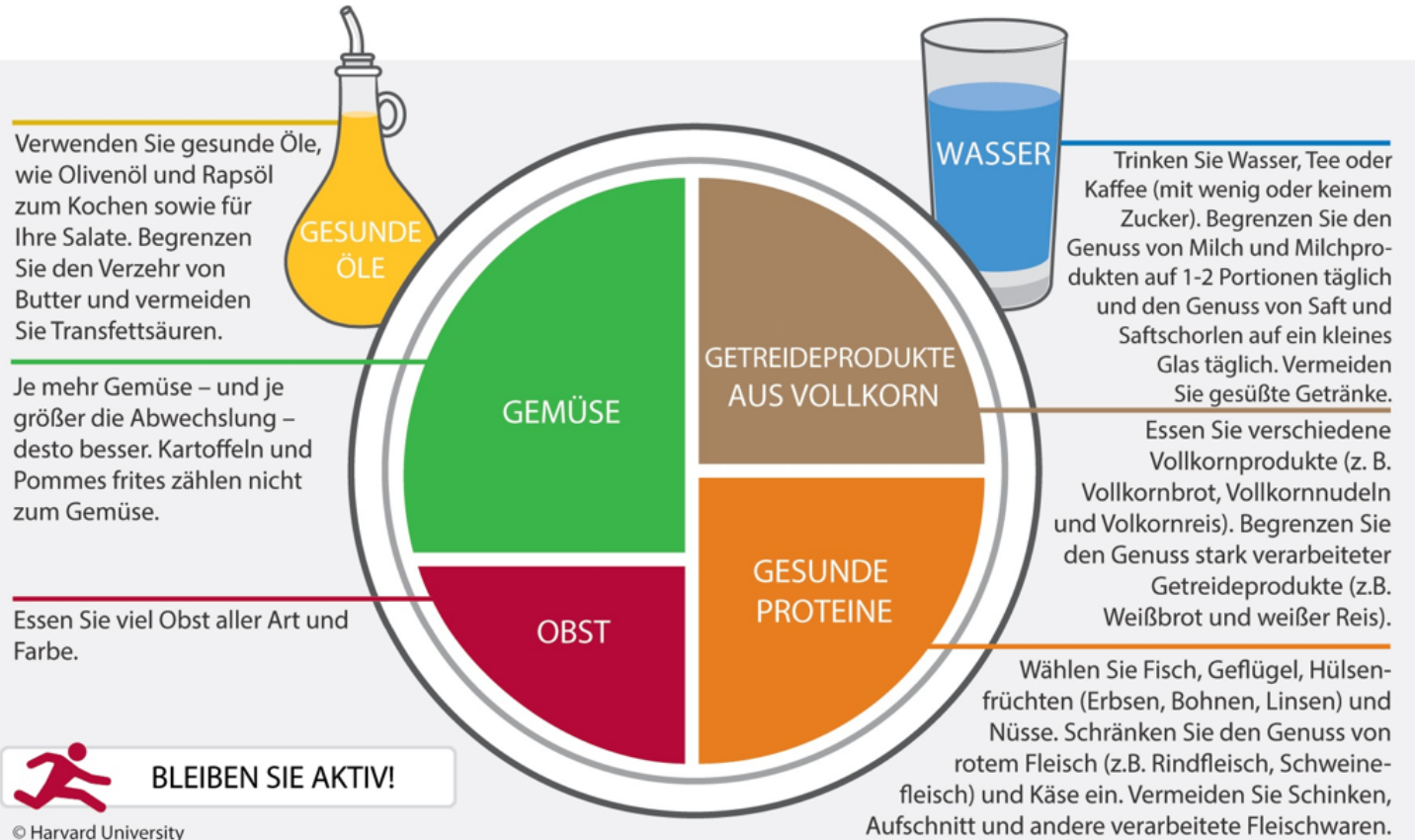
When building your plate for a meal remember to include:

½ vegetables and/or fruits

¼ whole grains

¼ lean protein

## DER GESUNDE TELLER



Harvard T.H. Chan School of Public Health  
The Nutrition Source  
[www.hsph.harvard.edu/nutritionsource](http://www.hsph.harvard.edu/nutritionsource)

Harvard Medical School  
Harvard Health Publications  
[www.health.harvard.edu](http://www.health.harvard.edu)



# Stretches

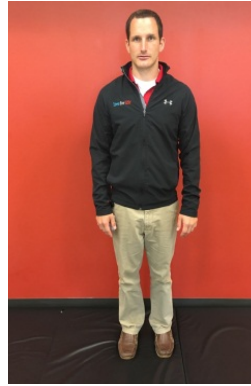
Head Side to Side



Neck Tilt



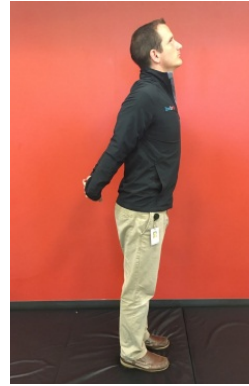
Shoulder Rolls



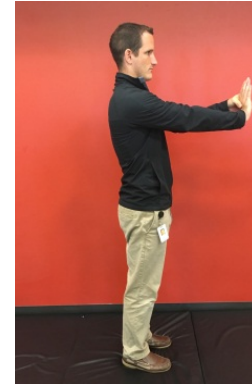
Upper Back



Chest



Wrist Extension



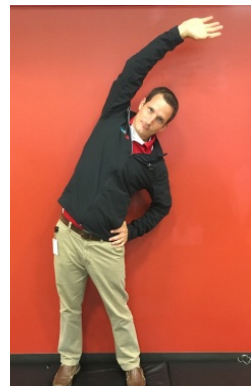
Wrist Flexion



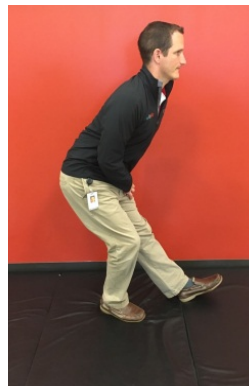
Lumbar



Side Bends



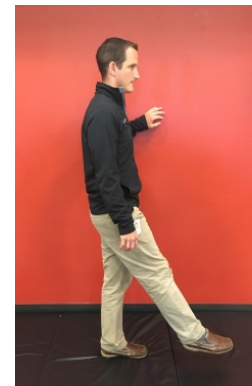
Hamstrings



Calf



Ankle Rolls



# Sample Full Day Meeting Agenda

**An energized meeting starts with the right agenda, movement and food choices.**

8:00 – 8:30am

**Breakfast**

8:30 – 10:00am

**Meeting Content**

10:00 – 10:15am

**Recovery Break: microburst and snack**

10:15 – 12:15pm

**Meeting Content**

12:15 – 1:15pm

**Lunch**

1:15 – 2:45pm

**Meeting Content**

2:45 – 3:00pm

**Recovery Break: microburst and snack**

3:00 – 5:00pm

**Meeting Content**





# Strategic Recovery Sample Slides

Consider including one or more of the following slides into your meetings to allow for strategic recovery throughout the Agenda.

**Leap for joy.**  
It's time for a microburst.



# Let's soar.

Grab a low-sugar beverage and a healthy snack.



# It's been 45 minutes.

Let's get up and move.



# Let's refuel!

It's time for a healthy meal.



Treat your body to a walk.

