

# ABC Company

## Guidelines for a Walking Meeting

### Description

ABC Company wants to encourage walking meetings when it is appropriate. A walking meeting is a healthy option when sharing ideas or catching up with a colleague. It can serve as a substitute for an email, a phone call or a lunch meeting. The benefits of a walking meeting include:

- Increased energy and alertness.
- Reduced sense of stress from physical movement.
- Brain function improves with physical activity leading to the stimulation of new ideas, increased creativity and heightened problem-solving ability.
- Improved physical and mental well-being from being outdoors.
- It provides a more relaxed and confidential environment to communicate

To make the most of your walking meeting, consider:

1. Limiting the size to what is practical for the walking environment.
2. Planning in advance, so that a route with few distractions, weather conditions, appropriate footwear and drinking water can be considered.
3. Share an agenda and any visual information beforehand to minimize note taking.
4. Stick to a time limit and walk at a pace that is comfortable for everyone.
5. Allow for time, following the walk, to summarize the meeting and note actions to be taken.

### Resources

CBS News Video – “Walking meetings could make work healthier, happier”

Link: <http://www.cbsnews.com/news/walking-meetings-make-work-healthier-happier/>

Everybody Walk! – “Hosting Walking Meetings”

Link: <http://everybodywalk.org/collaborative/1130-hosting-walking-meetings.html>

Eytan, Ted M.D. – “The Art of the Walking Meeting”

Link: <http://www.tedeytan.com/2008/01/10/148>

Feet First – “Guide to Walking Meetings”

Link: <http://www.feetfirst.org/walk-and-maps/walking-meetings>

Mayo Clinic – “Walking: Trim Your Waistline, Improve Your Health”

Link: <http://www.mayoclinic.org/healthy-living/fitness/in-depth/walking/art-20046261>

Mother Nature Network – “Walking meetings: Exercising on the job”

Link: <http://www.mnn.com/money/green-workplace/blogs/walking-meetings-exercising-on-the-job>

NPR – “Walk While You Talk: The Meeting Goes Mobile”

Link: <http://www.npr.org/blogs/health/2013/01/25/170264905/walk-while-you-talk-the-meeting-goes-mobile>

TED Talks – “Got a meeting? Take a walk”

Link: [http://www.ted.com/talks/nilofer\\_merchant\\_got\\_a\\_meeting\\_take\\_a\\_walk](http://www.ted.com/talks/nilofer_merchant_got_a_meeting_take_a_walk)