



# Healthy Meeting Checklist

Attending to your body can increase the energy and focus of your meet-ups.

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How body-wise are your meetings?		✓ / ✗	Notes
<h2>Align Meeting Times with Body Rhythms</h2> <p>Match the task at hand with your 'internal operating system'</p>			
<b>Morning meetings are consciously scheduled either:</b>	To allow workers to get their most important work done first thing, <i>before</i> a mid or late morning meeting, OR		
	To utilise peak alertness for the work of the meeting itself		
<b>Mid- afternoon meetings:</b>	Limited to easier mental tasks such as updates & admin		
	Limited in time (eg 45 minutes)		
	Incorporate standing or walking		
Meeting times vary to cater for different chrono-types (early birds and owls)			
<h2>Break Up Meetings with Movement</h2> <p>Resets attention, assists with learning, improves metabolism</p>			
We take a movement break about every 30 minutes – at a minimum once an hour. This could involve simply standing, changing chairs, a stretch, or a fun energiser; or have standing/walking meetings. You could also break up a long meeting with an additional 5 minute mindfulness break.			
<h2>Limit Duration</h2> <p>We can only concentrate for so long</p>			
Decide on a maximum duration (eg 90 minutes) and only go over that on agreement, and with a break.			
<h2>Healthy Fuel</h2> <p>For body and mind</p>			
<b>Fluid</b>	Water and caffeine-free options are readily available.		
<b>Food</b>	When the meeting is scheduled at a meal time (eg lunch) we provide nutritious food or let people bring their own.		
<b>Snacks</b>	We have discussed what types of snacks we want to avoid, (such as lollies, which have no nutritional value) and what types we would be prefer (eg nuts, fresh fruit).		