

Reasons to have a walking meeting:



- Physical activity gives you energy and makes you more alert.
- Different environments can inspire creativity.
- Walking side by side with your co-worker sets you both at ease.
- Walking burns calories and stimulates oxygen flow increasing brain function and your ability to solve problems faster.
- A walking meeting can break up your workday, help you stay fit and make for a more joyful work community.

Tips for organizing a successful walking meeting:



- **Size Matters:** The ideal size for a walking meeting is 2-6, too large and it's hard to follow the conversation.
- **Start Small:** Keep your first meeting short and sweet and build from there.
- **Know Your Audience:** Make sure your colleagues are set up for a walking meeting before scheduling one. Wear proper shoes, clothing & sun protection.
- **Prep Participants:** Send out a short formal agenda beforehand so everyone is already prepared. Provide water if needed.
- **Find the Perfect Path:** Figure out how long the meeting should be and plan your route. Find a path that's not too noisy, has adequate sidewalk space and not too many distractions.
- **Hit Record:** Use your smartphone or a portable recorder to track the meeting's minutes.