

Walking meetings are a great way to get away from the office and to be productive at the same time. The walking meeting can break up a workday and help people get more active.

**Benefits of a walking meeting:**

* Increased energy and alertness
* Different environments can inspire new ideas and stimulate creativity
* Walking burns calories
* Time outdoors in nature with fresh air and light improves physical and mental well-being

**How to run a walking meeting:**

1. Organize everything you'll need for the meeting beforehand. Remember that walking meetings are not a social event so make the best use of everyone’s time by having a clear purpose and an agenda.
2. Encourage everyone to wear comfortable shoes.
3. Consider the walking meeting for early in the workday to set the tone for the day and/or late in the afternoon when energy is low.
4. Figure out how long the walking meeting should be - consider the workers fitness levels.
5. Pre-plan your route. There are many trails and pathways on campus. Avoid high traffic areas with a lot distractions and narrow walk ways.
6. Check the weather. Walk indoors around campus if it is cold, windy, rainy or snowy.

**Consider the size of the meeting:**

* **Small Group Meetings of 2:** Easiest to plan.
* **Medium Group Meetings of 3-5:** Can be affected by physical barriers like the width of the sidewalk. Discussion can occur while walking, or the group can stop along the walk.
* **Large Groups of 6-15:** Result in more than one conversation while walking. If the whole group is to be involved, make time to stop and gather.

**Key considerations:**

* *Walking meeting are not suitable if you are discussing confidential information. Walking meeting may be appropriate for topics like goal setting or for regular meetings with your supervisor.*
* *Remember that walking meetings are not for everyone. Give the participants options to choose a walking or a seated meeting.*

**HR Wellness Committee
hrwellness@ucalgary.ca**

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