

MEET + MOVE

What is a Meet + Move?

A meeting that is done while walking or engaging in any other convenient physical activity. It can be either indoors or outdoors.

Why should you have a Meet + Move?

- Has a positive impact on creativity and problem-solving skills¹.
- Is an opportunity to incorporate physical activity into your workday.
- Changing the environment can be refreshing and beneficial to your physical and mental wellbeing.
- Allows you to 'unplug' and be present for the meeting.
- Can help strengthen social bonds².

How do you have a Meet + Move?

1. Before your Meeting

Talk about it.

The ideal number of people for a Move + Meet would be two, with four being the maximum recommended¹. Make sure that all participants are aware that the upcoming meeting is a meet + move.

Have an agenda.

Moving meetings are best suited for agendas that are a maximum of 30 minutes³. The best kinds of meetings are check-ins, brainstorming sessions or discussion meetings. Make sure that all parties are aware of what's on the agenda.

Come prepared.

Wear comfortable shoes and weather-appropriate clothes. Bring a bottle of water if needed.

2. During your Meeting

Have a destination in mind.

Have a good idea of which path you'd like to take ahead of time, so you're not spending time figuring out which way to go. Choose well-maintained paths to ensure safety and enjoyment for all.

Keep your pace.

Ensure the pace is comfortable for everyone.

Make use of tech.

Make notes or quick recordings on your phone if necessary, in order to remember important points discussed during the meeting.

For indoor and accessible routes at UW, click [here](#).

3. After your Meeting

Debrief.

Make sure to leave a few minutes at the end of your meeting to summarize what was discussed and make notes about future directions if needed.



(1) Wellington Dufferin-Guelph Public Health. Tips for Walking Meetings. 2017.

(2) Levin, Marissa. 7 Reasons to Schedule Walking Meetings. Inc.com. [Online] 2017. <https://www.inc.com/marissa-levin/7-ways-walking-meetings-will-improve-your-companys-bottom-line.html>.

(3) Clayton, Russell, Thomas, Christopher and Smother, Jack. How to Do Walking Meetings Right. Harvard Business Review. [Online] 2015. <https://hbr.org/2015/08/how-to-do-walking-meetings-right>.

