

# 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 skills.<sup>1</sup>
- 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 bonds.<sup>2</sup>

## 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 recommended.<sup>1</sup> 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 minutes.<sup>3</sup> 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>.

