



# Meeting Well Guidelines for Healthy Meetings

Whether your meeting is scheduled in the morning or afternoon, it's easy to incorporate healthy eating choices into your menu. Light, healthy, pick-me-up food and short physical activity breaks during your meeting can help your participants feel invigorated, and stay more alert and focused.

## Menu Suggestions

### Breakfast

- Fresh fruit (cut up and offered with low-fat yogurt dip)
- High-fiber cereals such as bran flakes, low-fat granola or oatmeal
- Fruit toppings (raisins, dried fruit, strawberries, bananas, blueberries, peaches) for hot and cold cereals
- Hard boiled eggs, vegetable omelets or eggs made with egg substitute or without yolks
- Low-fat yogurt
- Thinly sliced ham
- Whole wheat bagels (cut in half) served with fruit spreads, jams, hummus or low-fat cream cheese

### Light Refreshments

- Fresh sliced fruit and vegetable tray-- offered with low-fat dips
- Whole grain crackers or granola bars (5 grams of fat or less per serving)
- An assortment of low-fat cheeses and whole grain crackers
- Baked pita chips served with hummus
- Whole grain muffins (cut in half if not serving mini-muffins) and whole grain breads
- Low-fat yogurt
- Pretzels, popcorn, baked chips or trail mixes

### Lunch and Dinner

- Salad that includes a variety of mixed salad greens and served with low-fat dressing
- Whole grain breads and rolls
- Mustard and low-fat mayonnaise as condiments for sandwiches, or cranberry sauce if offering turkey
- Sandwiches presented in halves, so people can take a smaller portion
- Broth-based soups (using a vegetable broth) or soups using evaporated skim milk instead of cream
- Pasta dishes (lasagna, pizza) with low-fat cheeses (part-skim mozzarella, part skim ricotta) and extra vegetables or pasta with tomato or other vegetable-based sauces
- Four ounce maximum portion of meat and plenty of low-fat, low-calorie side dishes
- Raw vegetables or pretzels instead of potato chips or french fries

### Physical Activity Suggestions

- Organize an early morning physical activity break (such as a morning walk).
- If you are planning a walking activity, look for safe walkways with ample width and curb cuts so people with mobility devices can participate.
- Encourage participants to take the stairs. Place signs near the elevators showing the location of stairs.
- Encourage networking by suggesting people take a walk during breaks.
- Schedule brief activity breaks in the morning and afternoon (walking in place, stretching, etc.)
- Call 229-8456 to borrow a Physical Activity toolkit.