

Standing Meetings are an easy way to incorporate more physical activity and movement into a busy workday.

Why hold a Standing Meeting?

Improved health and increased productivity! Consider some of the benefits you and your colleges will reap when you choose to stand rather than sit during a meeting.

- Avoid the decreased enzyme activity from sitting that can contribute to cardiovascular disease
- Give participants an increased sense of alertness
- Standing meetings tend to be about 33% shorter than traditional sitting meetings, meaning they wrap up on-time, or may even adjourn early!
- Tardiness tends to drop due to the shorter nature of the meetings

Preparing for your first standing meeting

- Create an agenda that can be executed in less than 60 minutes. A 15-30 minute meeting is preferable. Distribute said agenda prior to the meeting.
- Inform the participants of the standing meeting in advance and give the reasons why you are standing. Then nobody is taken by surprise.
- Prep the room: arrive early, push chairs under the table or move them against the walls, provide an easel or whiteboard for someone to take notes.

Conducting a standing meeting

- Remind your participants the benefits of standing!
- At the start of the meeting, invite participants to sit as needed
- Try alternating between sitting and standing. A timer helps with this: 10 minutes standing, 10 minutes sitting, repeat as necessary.
- Get down to business!

Want to learn more about incorporating healthy habits into your everyday life? For additional resources, visit MSU Moves at <http://health4u.msu.edu/msu-moves>