

DRAFT – Example to share
Contact :: Michele Haugh, Tri-County Health Department,
mhaugh@tchd.org 720-200-1518



HEALTHY MEETINGS TOOLKIT

PHYSICAL ACTIVITY



PHYSICAL ACTIVITY AND MEETINGS

Guidelines and Safety Considerations

- Participation in physical activity during the workday should be conveyed as optional and voluntary. Be sure to 'invite' and not pressure individuals to participate.
- Encourage individuals to work at their own pace and to take responsibility for monitoring themselves.
- Because a typical meeting activity break is short (2-10 minutes), there is not sufficient time to warm up the cardiovascular system. For this reason, it is important to choose activities that do not cause a sudden increase in heart rate. Walking or marching in place is a great option. Running in place is not.
- Avoid high impact activities (jumping jacks); activities that involve excessive trunk flexion (touching toes); or exercises that twist the spine.

PHYSICAL ACTIVITY AND MEETINGS

Mid-Meeting Breaks

When coordinating a meeting that will be an hour or more, add a voluntary physical activity break to the agenda. The break can be as simple as walking 2 laps around the room or marching in place for two minutes (or in chair if participants prefer). You may also wish to add upper body stretches or exercises from the examples on pages 25-26.

Walking Meetings

When weather permits, try a walking meeting. These are most effective for short meetings of 4 or less people. They are also great for breakout brainstorming sessions during larger meetings. Remind participants to come prepared with jackets and walking shoes. Allow people to opt out without pressuring them to participate (they may have personal reasons).



Reducing Sitting Time

Try incorporating 5 minutes of standing time into a meeting. Then, expand it to 7 or 10 minutes at your next meeting. Convey to participants that standing is an option not a requirement.

MEAL/SNACK/BEVERAGES



BREAKFAST

Below are ideas for breakfast options. Links to recipe ideas can be found in the “Recipe Ideas” section.

Grain Options

- Oatmeal or Quinoa– This breakfast item can be made in the crock pot to help make a larger amount with ease! Top with items such as:
 - Fresh or dried fruit (Bananas, apples, peaches, blueberries, raisins, etc.)
 - Nuts (chopped walnuts, almonds, pecans, etc.)
 - A small amount of honey or brown sugar to add sweetness
- Bagels – This breakfast item can be much larger than the portion most people need. Consider purchasing mini bagels or cut the bagels in half to make the portion more appropriate. Also try to purchase whole-grain bagels for extra nutrition benefits.
 - For toppings, consider items such as:
 - Peanut or other nut butters
 - Low-fat cream cheese
 - Nonfat/low-fat yogurt
 - Fruit
- Various whole-grain breakfast cereals/cereal bars - If purchasing cereals, be sure to watch the sugar content and only purchase cereals with “whole grain” as the first ingredient.
- Granola bars/nut bars – Watch the sugar content of these items and look for whole-grain items
- Whole-wheat bread for toast
- Muffins – For recipes, please see Recipe Section.
 - Avoid store bought muffins – most store bought muffins have more than one serving per muffin and are loaded with calories and fat
 - If purchasing muffins choose the mini-sized muffins

BREAKFAST

Dairy Options

- Greek or other non-fat/low-fat yogurt.
 - Top with items such as:
 - Berries
 - Dried fruit
 - Nuts (almonds, walnuts, etc.)
 - Granola
- Cottage cheese – Look for low-fat options.
- Skim or low-fat milk – Soy or almond milk can be offered as a calcium and protein rich alternative to coffee creamer.

Protein Options

- Hard cooked eggs
- Egg Casserole
- Peanut butter or other nut butters
 - Add to bread or fruit

Fruits and Vegetables

- Fresh fruit
 - Strawberries, blueberries, raspberries, grapes, cantaloupe, bananas, oranges, pineapple, apples, clementine's, tangerines, etc.
 - Try adding spinach, mushrooms, tomatoes, onions, peppers or avocado to scrambled eggs or egg sandwiches
- Applesauce
- Smoothie



With any grain, dairy, or protein breakfast items, include a fruit or vegetable to make a balanced breakfast!

MID-MORNING SNACKS

Similar to breakfast options, here are some ideas for morning snacks:

- Yogurt, fruit (berries, bananas), granola
- Assorted fruit yogurts - Choose one that does not contain a lot of added sugar
- String Cheese
- Trail Mix
 - Dried cereal
 - Dried fruits (pineapple, mango, raisins, banana, etc.)
 - Unsalted nuts (almonds, peanuts, cashews, walnuts, etc.)
- Fruit tray (any combination or any of these fruits separately)
 - Strawberries, blackberries, blueberries, raspberries, watermelon, cantaloupe, honeydew, grapes, bananas (cut in half with peel on), oranges, apples, peaches, pineapple, clementine's, etc.
- Granola Bars - Choose one that has protein and does not contain a lot of added sugar.
- Apples with Peanut Butter
- Mini muffins



LUNCH

General tips to remember when creating healthy lunches:

- Offer fruits and/or vegetables as a component of every meal.
 - Apple slices, clementines, grapes, bananas and berries are a few options that are easy to prepare
 - Lettuce or other dark leafy greens, tomatoes, and roasted peppers could be offered as sandwich toppings
- Choose lean meats like chicken, fish, or seafood over red meat whenever possible.
- Bake, broil, or steam meats or vegetables instead of frying or sautéing to decrease the amount of saturated fat.
- Provide a veggie tray with lots of different options at meetings or lunches.
 - Carrots, broccoli, bell peppers, celery, olives, snap peas, and cherry tomatoes are easy to prepare
- Always try to offer a vegetarian protein source.
 - Some ideas include offering beans, quinoa, tofu, hummus, cheese, hard-boiled eggs or nut butters
- Offer any salad dressings on the side and choose dressings that are lower in saturated fat. Some examples of healthier dressings include:
 - Oil and vinegar
 - Lemon juice
 - Lime juice
 - Vinaigrettes
 - Low-fat dressings



LUNCH

Healthy lunch meal ideas:

- Baked potatoes with low-fat or vegetable toppings instead of butter, sour cream, cheese and bacon.
 - Try using broccoli, tomatoes, and chives
 - Choose reduced-fat cheese and light sour cream
- Offer broth-based soups with lots of vegetables instead of cream-based soups that can be high in calories and fat.
 - Try using skim milk of vegetable puree to make soups thicker and creamier
- Offer sandwiches served on whole grain bread instead of white bread.
 - Provide lots of health sandwich toppings like lettuce, tomato slices, cucumber slices, onions, and grated carrots
 - Try using avocado instead of mayonnaise.
 - Offer whole grain bagels or rolls instead of white bagels, rolls or croissants.
 - Offer mini bagels or sandwich thins instead of the regular size
 - For dessert offer items that are lower in fat and calories. Some examples include:
 - Low fat frozen yogurt, sherbet or sorbet instead of ice cream
 - Fresh fruit instead of pie, cheesecake, cream puffs or cookies
 - Angel food cake with fruit topping instead of regular cake with frosting
 - Oatmeal cookies with dried fruit instead of regular cookies.
 - Whole grain fruit muffins instead of cupcakes
 - Greek yogurt with sliced strawberries, honey, and cinnamon

AFTERNOON SNACKS

- Vegetable Tray with Dip
 - Carrots, cherry tomatoes, broccoli, cauliflower, bell peppers, cucumbers, celery, jicama, etc.
 - Some healthy dip options include: hummus, white bean dip, or low-fat ranch.
- Trail Mix
 - Unsalted nuts (almonds, peanuts, cashews, walnuts, sunflower seeds, etc.)
 - Mini Pretzels
 - Raisins
 - Chocolate Chips or Candy coated chocolate (M&Ms)
 - Popcorn
 - Cereal with whole grains, such as Oatmeal Squares or Wheat Chex
 - Dried fruit
- Granola Bars
 - Choose one that has protein and does not contain a lot of added sugar.
- Popcorn
 - Make your own air-popped popcorn and season it yourself for a more healthy option! See the “Recipe Ideas” section
- Reduced-fat string cheese
- Cheese and crackers
- Hummus with veggies and crackers
- Celery with peanut butter
- Apples with peanut butter
- Assorted nuts
- Salsa and tortilla chips
- Guacamole and tortilla chips
- Fruit tray with assorted fruits



BEVERAGES



- Spa water – Add fruit to water to add a little extra flavor without all the sugar. Below are some great options. For a pdf with tips go to (copy/paste to web browser): <http://www.tchd.org/DocumentCenter/Home/View/365>
 - Orange and lime slices
 - Strawberries
 - Lemon and cucumber slices
 - Lemon and lime slices
 - Lemon and orange slices
 - Orange slices and cranberries
 - Apple slices, cinnamon, orange slices, and cranberries (heat this one when you are preparing to increase the flavor)
- For people who really enjoy carbonated beverages, add a little fruit or 100% fruit juice to sparkling water. This cuts down on calories and added sugars.
- Low-fat (1%) or nonfat milk
- Try alternative milk products like rice milk, soy milk, or almond milk.
- Coffee or tea
- 100% fruit or vegetable juices

