

# Walking Meeting Guidelines

# Before a Walking Meeting:

- Provide advanced notice.
- Ask invitees if they would be interested in a walking meeting.
- Walking meetings are always voluntary.
- Encourage comfortable clothing and walking shoes.
- Set an agenda and distribute it ahead of time so walkers are prepared.
- Decide on the route and length ahead of time. Parks, trails and walking paths are good options.
- Avoid busy roads and noisy places.
- Confirm there are safe sidewalks and places to cross roads safely.

### During a Walking Meeting:

- Read the agenda out loud to walkers before you start walking.
- Ask walkers to turn off their cell phones.
- Remind walkers to avoid confidential conversations.
- Walk at a pace that is comfortable for all.
- Encourage walkers to speak up if the pace is uncomfortable.
- Track your distance with a walking app like Walk Watch or RunKeeper.
- Obey all traffic laws.

# After a Walking Meeting:

- Recap and document next steps. Distribute by email after your walking meeting.
- Ask for feedback on how to improve future walking meetings.
- Share distance walked with walkers.

For more information visit us at https://5210.psu.edu or email at 5210@psu.edu.

ITARY FAMILY READINESS

CLEARINGHOUSE This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, and the Office of Family Policy, Children and Youth, U.S. Department of Defense under Award No. 2010-48709-21867 developed in collaboration with The Clearinghouse for Military Family Readiness at Penn State University. 5210 Healthy Military Children is adapted from Let's Go! www.letsgo.org.

#### Why Lead a Walking Meeting?

Walking Meetings provide a chance to:

- Move
- **Re-energize**
- **Reduce stress**
- Enjoy fresh air and natural light
- Increase productivity
- Strengthen teams and relationships
- Shift group dynamics

