



Health Matters Well-Being Toolkit: Walking Meetings

Take your meeting on the move!

WHAT IS A WALKING MEETING?

A walking meeting is a meeting that takes place during a walk instead of seated in a traditional setting like office or conference room.

WHAT ARE THE BENEFITS OF A WALKING MEETING?

- Walking boosts creativity and productivity.
- Getting away from the office gives you a break from electronics and minimizes distractions.
- Gentle physical activity is good for your health, decreases stress, and elevates mood.
- A shared activity between colleagues strengthens working relationships and builds camaraderie.

HOW TO HAVE A WALKING MEETING

1. Ask permission from supervisors and from meeting participants to make sure everyone is “on board” with the idea of walking meetings.
2. Come prepared! A walking meeting should be just as productive (if not more so) than a regular meeting. Prepare an agenda and think through items that will work well with walking like brainstorming and problem-solving sessions.
3. Plan your route. Include stops along the way to jot down notes, a destination, and length of meeting. Have a backup plan in mind just in case the walk is not possible.

Walking meetings work well for one-on-one meetings, conference calls where you'll mostly be listening, and brainstorming sessions where you won't need to write anything down.

BEST PRACTICES

SIZE	Stick to small meeting sizes of 2-3 people. Larger groups make it difficult for everyone to be involved.
NOTICE	Do not surprise colleagues with walking meetings. Provide advance notice so everyone can dress comfortably and wear (or change into) appropriate shoes.
SAFETY	Have a general idea of the route you'll take. Plan to walk in safe areas and in places with a walking path or sidewalk.
STRUCTURE	Let everyone know the topics that will be covered (agenda), how long the meeting will be, and how far you will be walking.
COURTESY	Be attentive to safety and mobility issues. Accommodate to the abilities of others in the group if necessary.
PACE	Settle on a pace that works for everyone. A walking meeting should move at the pace of the slowest person. No one should be panting or unable to talk.
EVALUATE	After the first few walking meetings, ask participants for feedback on what can be improved for future walking meetings.

Walking meetings are not appropriate for all types of meetings. Use your best judgment and experiment with different approaches that work for your team!

RESOURCES

- [How to Do Walking Meetings Right](#) – Harvard Business Review
- [How Walking Meetings Can Make Your Workday Active](#) – The Pacer Blog
- [Stanford Study Finds Walking Improves Creativity](#) – Stanford News
- [Walking Meeting Guide](#) – University of Wisconsin, Madison
- [Walking Meetings 101](#) – University of California, Riverside