



# 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.

### **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

