

MeetWell:

Tips for Movement Meetings

There are many ways to host a meeting. Sometimes a change of scenery such as moving outside can boost engagement and get creative juices flowing better than in front of a computer screen or whiteboard!

Movement Meetings are those that include walking, skateboards, bicycles, scooters, wheelchairs, or any other mobility devices.

Why have Movement Meetings? Movement can improve your motor function, attention span, and cognitive speed, all of which enhance your work performance through productivity and health. Review the chart below to learn more.

Improve Productivity	Improve Health
<ul style="list-style-type: none">• Different environments often inspire new ideas and stimulate creativity.• Movement aids mental flexibility and problem-solving capabilities.• Movement can bolster productivity and can lead to more creative conversations and solutions.• All of the above can lead to a positive shift in group dynamics.	<ul style="list-style-type: none">• Physical activity can increase energy and alertness.• Fresh air and light can improve physical and mental well-being.• Movement maintains optimal circulation to the brain, which is linked to improved cognitive function.

Preparation and Considerations

Movement Meetings have the same elements as other meetings – an agenda, purpose, and discussion – with the option to have a destination in mind, like the nearest coffee place.

Consider the following for a successful movement meeting:

- **Size.** Keep the meeting size small; two to four people is ideal.
- **Agenda.** Set an agenda and distribute it before the meeting so everyone can be prepared.
- **Clothing.** Give advance notice and a reminder the day before so that participants can wear appropriate clothing and shoes.
- **Pace.** Set a comfortable pace for all participants and ensure the group stays together.
- **Safety.** Locate meetings on campus, use clearly marked and smooth sidewalks, and share the route beforehand. Take the weather into account. Bring water and stay hydrated.
- **Equity.** Consider if an activity is a good fit for all participants. Be adaptable and supportive of all.

Roles

Consider rotating the following roles and asking for volunteers in advance.

- **Facilitator:** Leads the meeting and follows the agenda.
- **Tour guide:** Pre-determines the routes and communicates them to the group prior to the meeting. This person should consider traffic (foot traffic, car traffic, bikes, and scooters), noise, hazards, restrooms, shade, safety, and participants' ideal distance and pace.
- **Note taker:** Captures ideas and distributes minutes. The group can stop periodically or pause at crosswalks or traffic lights to capture important thoughts. For safety reasons, notes should not be taken while moving.

Evaluation

After the first few Movement Meetings, allow participants to provide feedback in private. Create an environment that fosters openness so that all feel comfortable sharing feedback.

Ready to get moving with a movement meeting?



Source: <https://www.inmovement.com/blogs/inmovement/benefits-of-movement-increased-productivity>

We hope you find these tips and resources helpful. The USC WorkWell Center is committed to the health and well-being of the USC campus community. Please visit the [USC WorkWell Center website](#). Questions? Reach out to Julie Chobdee, MPH, Assistant Director, Health & Well-being Programs, at Jchobdee@usc.edu.