



Active Meeting Guidelines

Movement during a meeting – standing, stretching or participating in a movement break – increases meeting participation and attention span, which can mean a more productive meeting. 5210 encourages movement in all meetings. Everyone will benefit from increased movement, no matter how brief. To increase movement during your meetings, follow these basic guidelines.

Guidelines for Meeting Leaders:

- At the beginning of every meeting **let participants know it's okay to stand up** and move during the meeting or to ask for a movement break.
- Provide **one to two movement breaks each hour** (self-directed or structured).
- **Include breaks on the agenda.**
- Always allow for participants to opt out of the activity.
- Movement breaks may be self-directed, led by the meeting facilitator, or video routines may be viewed on a website.

Quick Tips

- When the energy is waning, ask everyone to stand up, take a deep breath, lift their arms over their head to reach to the ceiling, lower their arms and sit back down.
- If your discussion stalls, take a two-minute stretch break.
- Movement breaks can be as quick as two minutes, so no matter how long your meeting is, you can fit one into the agenda!

Guidelines for Meeting Participants:

- Movement is always optional.
- Feel free to stand up in the back of the room.
- Move only in ways you feel comfortable.
- Assess space and clearance to avoid injury.
- Individuals with acute or chronic conditions, or other concerns about their health, should check with their provider before beginning any new physical activity.



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

Sit for 60

Move for 3

All meetings lasting more than 60 minutes will include a physical activity break of at least 3 minutes for every hour of sitting time. (This applies to office sitting too!)

EXAMPLES OF MOVE FOR 3 PHYSICAL ACTIVITY BREAKS

- Go up and down a few flights of stairs
- Walk back and forth in a nearby hallway
- Go outside and walk around the building
- Stand up and stretch
- Participate in a 'Led Movement Break' at the meeting table

To ensure the physical activity guideline is put into action, designate one person at the beginning of meetings to be responsible for announcing the time for a physical activity break, just as you would designate a meeting facilitator or record keeper.

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



Led Movement Breaks

Meeting Leaders: Here are a few quick and easy movement breaks. If you prefer, you may show a video for people to follow for the movement break: go to www.youtube.com and in the search box type: "Instant Recess 5-Minute Physical Activity Break."

To lead a movement break, slowly read aloud the instructions below:
"Movement is always optional. Move only in ways you feel comfortable and check around you to make sure you have enough space."

Triathlon 3–5 minutes

We are going to do a Triathlon.

Before starting our triathlon, we will spend some time stretching our strong muscles.

While standing, we will reach our right arm high to the sky. Switch arms.

Lower the left arm and reach both hands down towards the ground (if we are taking care of low backs, we can rest our hands on the front of our legs).

Returning to a standing position, we will reach our arms back behind us as though we are squeezing a beach ball. If it feels comfortable for our shoulders, we can clasp our hands together to open up our chest to prepare for our swim.

Release your hands and return to a standing position in order to get ready for the start of the triathlon. Racers ready? 1...2....3...GO!

The first event is the swim. From your chest, move your arms in a butterfly swimming technique, making large circles out to the side with both arms. Continue swimming as fast as you can to ensure other racers don't pass you.

Following the swim, we will trot over to our transition station to jump on our bike. Standing on one foot, we will make circular patterns with the opposite leg, as though we are pedaling. Switch over to the other foot. Someone is coming up fast behind us, so we need to start pedaling faster!

We've finished the bike portion so it's time to trot over to our last transition to prepare for the run. After completing the swim and bike legs of the race, we will start out with a slow jog, by simply marching in place.

We get passed by another runner so we start to pick up our pace by jogging in place. We see the finish line and pick up the jog to an even faster pace!

As we cross the finish line we throw our arms up in the air and high five the person next to us."

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

MORE

CLEARINGHOUSE
FOR MILITARY FAMILY READINESS

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 Children is adapted from Let's Go! www.letsqo.org.

as of July 11, 2017

Energy Builder 3–5 minutes

Torso Twists

“First we’ll do some torso twists while seated. Sit up tall, hands on your thighs. Take a deep breath in and exhale. Slowly turn your body to the right, placing your right hand on your hip and left hand on your thigh. Hold for 10 seconds. Slowly turn back to the front. Take a deep breath in and exhale. Sit tall. Turn to the left side, placing your left hand at your hip and your right hand on the outside of your thigh. Hold for 10 seconds.

Heel Taps

Now we’ll do some heel taps. Stand up and make sure you have space around you. March in place for one minute. Now, do heel taps. Move your right foot in front of your body placing the heel of the right foot on the ground. Bring the right foot back and move the left foot forward, placing your left foot on the ground. At the same time, alternate bending the arms at the elbow like you are doing a bicep curl. Use opposite arms and legs. As your right heel taps the floor in front of you, bend your left elbow. Then switch. Do for one minute.

Arm Circles

Now we’ll do some arm circles. Stay standing and make sure you have space around you. Extend your arms straight out to the sides, making sure your arms are parallel to the floor. Slowly start making small circles with each outstretched arm. Slowly make the circles bigger and bigger in diameter until you are making large arm circles (take about 30 seconds to go from small circles to large circles). Then reverse the movement, going in the opposite direction.”

MORE



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

CLEARINGHOUSE
FOR MILITARY FAMILY READINESS

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 Children is adapted from Let's Go! www.lets-go.org.

as of July 11, 2017

Boot Camp Break 2–5 minutes

“We will perform 4 exercises for 15 seconds each in this movement break. Everybody stand up and give yourself some space.”

Single Leg Balance

If you are working on balance, steady yourself by holding onto a wall or chair for this move. Balance on one foot and lift the other foot off the ground. Begin to draw a square in one direction out in front of you with your opposite foot. After 15 seconds, change the direction of your square. Switch legs and repeat.

Boxing

Pretend you have a punching bag in front of you. With stomach tight, begin to punch the bag with alternating arms for 5 seconds. Increase the speed of your punches by hitting the bag more quickly for the last 10 seconds. Don't forget to breathe.

Y's, T's & W's

The next sequence is a set of shoulder strengthening exercises, so try to think about pulling your shoulder blades down and back away from your ears, keep your knees soft and your ears directly over your shoulders. While standing, place your hands up overhead in a Y position, keeping your shoulder blades down and back for 5 seconds, then bring your arms out to the side in a T position with thumbs pointing to the sky. Rotate your hands to point your thumbs towards the floor. Conclude with a W, by bringing your elbows to your sides with your fingertips up and thumbs pointing behind you for 5 seconds, squeezing your shoulder blades together.

March In Place

Stand in place and begin to march and don't forget to move your arms. If you feel comfortable in the last 5 seconds, pick up your pace by making your march a jog.”



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



CLEARINGHOUSE
FOR MILITARY FAMILY READINESS

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 Children is adapted from Let's Go! www.letsgo.org.

as of July 11, 2017

Sit & Get Fit Circuit

“We will perform this circuit while seated.

There will be a series of 6 exercises that will be performed back-to-back 5 times. All of the exercises will be performed while sitting at the edge of your seat with the legs even with the chair and maintaining an upright posture.

Shrugs

Make fists with your hands and let them hang by your sides. Shrug your shoulders by bringing your shoulders up towards your ears and hold for 2 seconds and slowly lower. Repeat 5 times.

Bicep Curls

Start with the left arm, make a fist and let it hang toward the floor. Use the right hand to provide resistance. Slowly raise the left fist toward the left shoulder, hold for 1 second and slowly lower it. Repeat 5 times. Switch to the right arm.

Overhead Press

Bringing your elbows to shoulder height, bend your arms at the elbow and hold your fists to the ceiling, push your fists up overhead towards the ceiling, keeping your hands about shoulder-width apart, then slowly lower 5 times.

Leg Extensions

Sit with your feet on the floor and thighs even with the floor. Slowly straighten one leg until your knee almost locks and then bring it back to starting position without touching your foot to the floor. Repeat on each side 5 times.

Ab Crunchers

Place the hands at the side of the head and rest your elbows on your thighs. Contract the abdominals while applying pressure on the thighs with the elbows, holding for 2 seconds. Repeat 5 times.

Butt Busters

While sitting up tall in your chair tighten the bum. Hold for a count of 1 and repeat 5 times.

Now let's quickly go through the circuit again 5 times without any rest in between each.”

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

MORE

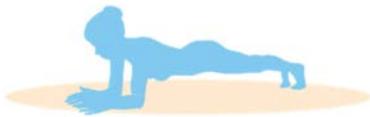


All of these exercises can be done with limited space and no equipment!



Kneeling Push-Ups

Start with your knees on the ground, feet lifted and your hands directly underneath your shoulders. Put your body into a kneeling plank position. Slowly lower your chest down and push your body back up to the starting position. You can also do these on the wall to start or on your toes as you gain more strength.



Planks

Start by lying face down. Place your elbows and forearms underneath your chest and prop yourself onto your toes and forearms. Maintain a flat back and do not allow your hips to sag toward the ground. These can also be done in a kneeling position. Start by holding this position for 10 seconds and work your way up to a longer time!



Squats

Sit back like you are sitting in a chair, bending at the knees, hinging at the waist and putting your weight in your heels. Be careful not to extend your knees over your toes! Return to standing once you have reached a comfortable range of motion. Taking care of knees? Don't go as far down into the squat or use a chair behind you. Slowly sit back on the edge of the chair and then return to a standing position.



Jumping Jacks

Start out with this move by stepping one foot out, then the other. As you feel comfortable, work up to jumping both feet out at one time and bring your arms out into a V-position at the same time. Great for warming up your muscles!



Running in Place

Just starting out? March in place and build up to a jog. Keep it up for 10-30 seconds. This simple exercise gets the heart pumping and works important muscles!

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