

## Let's Move in Conference Room

As a white collar, how many hours do you spend in conference room for meetings in a typical work day? Many are thought to have experienced difficulties in stretching muscles, joints and bones because of long hours of meetings. In fact, we can relax our tense muscles and nerves by doing appropriate activities, such as standing up from time to time, performing stretching exercises, etc. Therefore, introducing “Activity Breaks” to meetings could not only help staff devote greater attention to meetings, but also enhance their efficiency at work. The following passages will introduce ways to increase the activity levels of chairpersons and participants in meetings:

### Recommendations for Chairpersons in Meetings

- Prior to meetings, let all the participants know that they can stand up or perform simple stretching exercises anytime, e.g. arm and leg stretches, etc.
- Allowing participants to make request for taking “Activity Breaks”.
- Arranging “Activity Breaks” once or twice for every hour spent in a meeting.
- Including “Activity Breaks” as items on agenda.



### Recommendations for Participants in Meetings

- Perform simple physical activities without hindering progress of meetings.
- Spend one to two minutes to perform stretching exercises in meetings.
- For the sake of safety, make sure that there is enough room without any obstacles before performing any exercise, be it vigorous or mild.

“Activity Breaks” could not only be arranged in meetings, but also during office works. When you have sat down for over an hour, give yourself an “Activity Break” for as short as three minutes. Fine examples of “Activity Breaks” include standing up, stretching limbs, walking one lap around the office, etc. Remember the following slogan:

## Sit for 60 Move for 3

Let us move with our colleagues, build an active lifestyle and enjoy the benefits of performing exercise!