Do something good for you and your coworkers by putting healthy foods on your meeting agenda. You’ll help your company take a healthy step forward—and with these guidelines, it’s easy to order food that’s both tasty and nutritious. You can review basic nutritional guidelines and tips for encouraging healthy choices, search by mealtime, or plan by cuisine.

### Fast facts

#### Your nutrition cheat sheet

- **Calories**—keep total calories between 500 and 650 for meals and 100 and 200 for snacks.
- **Fat**—limit foods high in saturated and trans fat by selecting low-fat dairy products, lean meats, and healthy oils such as olive and canola. Keep total fat intake to less than 35% of the meal’s total calories.
- **Fiber**—include whole grain breads, cereals, rice, and pasta in addition to a wide variety of fruits and vegetables.
- **Sodium**—ask for low-sodium options and use salt in moderation.
- **Drinks**—avoid full-sugar sodas and juices; offer water, tea, and coffee.

### Tips for encouraging healthy choices

- **Less is more**—studies show that people eat more when you offer more meal choices, even when they aren’t hungry. Offer fewer choices to help employees avoid overeating.
- **Portion control**—people tend to fill their plates no matter what size, so use small plates and napkins to encourage healthy serving sizes.
- **On the side, please**—ask for all condiments, sauces, and dressings to be delivered on the side. And keep the food against a side wall rather than in the middle of the table to discourage people from nibbling through the entire meeting.
- **Balance the plate**—no matter what type of meal you’re serving, be sure you include a wide variety of fresh fruits and vegetables so people can fill up on the good stuff.
Meal planning by mealtime

Breakfast

- Oatmeal with fruit and nut toppings
- Whole grain pancakes or waffles with fruit toppings
- Whole wheat bagels or toast
- Fresh fruit
- Protein like scrambled or hard-boiled eggs, low-fat cheese, and low-fat yogurt

Lunch

- Chicken or fish prepared with healthy oils
- Brown rice or other whole grain like quinoa
- Whole wheat pasta
- Plenty of vegetables, preferably steamed or raw
- Sandwiches on whole grain bread with lean meats, low-fat cheeses, and fresh vegetables

Snacks and desserts

- Whole grain crackers or pita breads with fruit spreads, salsa, or bean dip
- Low-fat cheese
- Low-fat yogurt with fruit or cereal topping
- Whole grain cereal bars with fewer than 30% of calories from fat
- Vegetables like celery, carrots, or sugar snap peas
- Fruit salad or whole fruit
- Air-popped popcorn seasoned with herbs

Drinks

- Water (still and sparkling)
- Coffee
- Low-fat or nonfat milk
- Various hot or cold unsweetened teas, including caffeine-free

What’s in your drink?

- 20 oz. soft drink
  240 calories
  16.25 teaspoons of sugar
- 16 oz. bottled orange juice
  240 calories
  14 teaspoons of sugar
- 20 oz. sports drink
  130 calories
  8.5 teaspoons of sugar
- 16 oz. energy drink
  200 calories
  13.5 teaspoons of sugar
### Meal planning by cuisine

#### Mexican
- Avoid high-fat baked dishes like enchiladas
- Choose chicken or fish soft tacos with corn tortillas
- Offer plenty of healthy toppings like green peppers, lettuce, and tomatoes
- Offer salsa and guacamole as toppings rather than sour cream and cheese
- Order whole black or pinto beans rather than refried
- Serve with a side salad rather than tortilla chips

#### Asian
- Order steamed or stir-fried entrees rather than deep-fried dishes such as sweet and sour pork or orange chicken
- Order brown rice rather than white rice, fried rice, or noodles
- Include a side of steamed vegetables
- Offer fresh vegetable spring rolls rather than deep-fried egg rolls or wontons
- Make sure the restaurant uses no MSG and ask if they have any low-sodium options

#### Italian
- Avoid heavy baked dishes like lasagna or eggplant parmesan that are high in fat
- Offer grilled chicken, fish, or seafood
- Include sides of roasted or grilled vegetables
- Offer pasta as a side dish and choose lighter fare like pasta primavera or tomato-basil capellini
- Request whole grain pasta even if it’s not listed on the menu
- Choose tomato-based sauces rather than a creamy sauce like Alfredo
- If you’re serving pasta, avoid overloading your team with extra carbohydrates in rolls or garlic bread
- Instead of a classic Caesar salad, order a mixed green salad with low-fat Italian dressing or balsamic vinaigrette
Meal planning by cuisine (continued)

Sandwiches and salads

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<tr>
<td>1</td>
<td>Choose whole grain sandwich breads, wraps, or flatbreads</td>
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<td>2</td>
<td>Focus on lean meat offerings and don’t forget to provide a vegetarian selection</td>
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<td>3</td>
<td>Avoid mayonnaise, focusing on healthier options like hummus, mustard, or yogurt-based spreads</td>
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<td>4</td>
<td>Include a wide variety of colorful vegetable toppings for both sandwiches and salads</td>
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<td>5</td>
<td>Instead of basic iceberg lettuce in your salad, offer darker leafy greens like spinach, spring mix, and red leaf lettuce</td>
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<td>6</td>
<td>Offer low-fat vinaigrettes or olive oil and vinegar rather than creamy dressings like ranch</td>
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<td>7</td>
<td>Make proteins available for salad add-ons, including grilled chicken or fish, hard-boiled eggs, or beans</td>
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<tr>
<td>8</td>
<td>Limit high-fat toppings like avocado, croutons, or nuts to just one item</td>
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