

# Nutrition guidelines for healthy meetings

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](#).

## 1 Fast facts

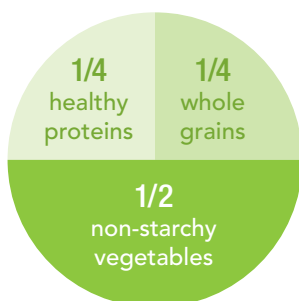
### Your nutrition cheat sheet

<input type="radio"/>	<b>Calories</b> —keep total calories between 500 and 650 for meals and 100 and 200 for snacks.
<input type="radio"/>	<b>Fat</b> —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.
<input type="radio"/>	<b>Fiber</b> —include whole grain breads, cereals, rice, and pasta in addition to a wide variety of fruits and vegetables.
<input type="radio"/>	<b>Sodium</b> —ask for low-sodium options and use salt in moderation.
<input type="radio"/>	<b>Drinks</b> —avoid full-sugar sodas and juices; offer water, tea, and coffee.

### Tips for encouraging healthy choices

<input type="radio"/>	<b>Less is more</b> —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.
<input type="radio"/>	<b>Portion control</b> —people tend to fill their plates no matter what size, so use small plates and napkins to encourage healthy serving sizes.
<input type="radio"/>	<b>On the side, please</b> —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.
<input type="radio"/>	<b>Balance the plate</b> —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.

### The healthy plate



## ② Meal planning by mealtime

### Breakfast

<input type="radio"/>	Oatmeal with fruit and nut toppings
<input type="radio"/>	Whole grain pancakes or waffles with fruit toppings
<input type="radio"/>	Whole wheat bagels or toast
<input type="radio"/>	Fresh fruit
<input type="radio"/>	Protein like scrambled or hard-boiled eggs, low-fat cheese, and low-fat yogurt

### Lunch

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

### Snacks and desserts

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

### Drinks

<input type="radio"/>	Water (still and sparkling)
<input type="radio"/>	Coffee
<input type="radio"/>	Low-fat or nonfat milk
<input type="radio"/>	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

### ③ Meal planning by cuisine

#### Mexican

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

#### Asian

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

#### Italian

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

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### ③ Meal planning by cuisine (continued)

#### Sandwiches and salads

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