

Let's talk checklist

To get people to think and talk about their body at work try using this checklist to help you prepare for your meeting or group session;

- Make a meeting time
- Decide length of meeting
- Decide how many people will be at the meeting
- Decide how long you want to spend on each question
- Plan what you want to talk about
- Set the scene; describe the job and where it is
- Use the cards and questions or make up your own such as ...
 - How do you feel your body affected by ... (show the card/tool/image)?*

It might be good to practice on your own or with some colleagues/friends if you are not sure how long things will take.

It is also good if there is a clock in the room to help you keep the meeting to time; it will work better if people know how long they have to think and talk.

During the meeting it can be a useful to make some notes on what was said. Our '[Meeting memo](#)' template may help.

Meeting notes can also act as record of the discussion and can be used to help identify any workplace 'healthy working' barriers and opportunities. Our '[Action plan](#)' can to help you to work through these.

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