

WEEK 2

Self-Assessment and Sleep Hygiene

Continue Tracking Your Sleep Habits

Review Your Current Sleep Habits

Review your SleepWell® Tracker from the previous week. Complete the “Sleep Trends” chart in your tracker. At this point, you may not know what needs to change. This section explores the following:

1. Self-assessment of sleep quality, including your sleep environment and lifestyle habits
2. Sleep hygiene and creating an environment that promotes sleep
3. Goal-setting and planning successful changes

WEEK 2: Self-Assessment and Sleep Hygiene

Self-Assessment of Sleep Quality

There are probably many reasons for your poor sleep. This guide will take you through factors that you can modify to improve the likelihood of getting quality sleep. Even if you have a medical issue or take medication that impairs your sleep, addressing these lifestyle factors may help improve your sleep.

These questions are designed to get you thinking about factors that may impact your sleep. Be honest with yourself. Each part of this survey will be discussed throughout the guide. If you are working with a coach, these questions can help guide your coach and help him or her tailor the SleepWell® program to your specific needs and goals.

This quiz is not intended to diagnose a serious sleep problem and does not take the place of expert medical assessment or treatment. This quiz is a guide to determine if poor sleep may be a problem for you and if addressing lifestyle factors and certain behaviors could improve your quality of sleep. If you have insomnia for three weeks or longer, consult your health care provider.

Part One: Sleepiness

Circle yes or no to each statement that applies to you several times a week.

Yes	No	I have difficulty falling asleep when I want to.
Yes	No	Thoughts race through my mind and keep me from falling asleep.
Yes	No	I have trouble staying awake when sitting still.
Yes	No	I wake up during the night and can't go back to sleep.
Yes	No	Tech items in my room (TV, phone, etc.) distract me from sleeping.
Yes	No	When awake, I feel depressed and/or cranky.
Yes	No	When awake, I have a hard time concentrating or I react slowly.
Yes	No	When awake, I lack energy or have fatigue.
Yes	No	I drink caffeinated beverages to stay alert.
Yes	No	I feel drowsy while driving.

WEEK 2: Self-Assessment and Sleep Hygiene

Part Two: Sleep History & Challenges

(Answer each question.)

How long have you been having problems with sleep?

- ☐ Less than a week
- ☐ 1-3 weeks
- ☐ 1-2 months
- ☐ 3-6 months
- ☐ More than 6 months

How would you describe your main sleep issue?

- ☐ Difficulty falling asleep
- ☐ Difficulty staying asleep
- ☐ Tiredness upon waking
- ☐ More than one issue/no real “main” issue

Have you ever consulted with a doctor and/or sleep specialist for issues related to sleep?

- ☐ Yes
- ☐ No

Are you taking any medications or undergoing treatment for sleep-related issues, including using sleep aids?

- ☐ Yes – Name of treatment/medication and dose:
- ☐ No

On average, how many hours of sleep do you get in a 24-hour period?

Number of hours on a work night/week day:

Number of hours on a weekend day or a night when you are not working the next day:

How would you describe your work schedule?

- ☐ Regular (M-F, such as 9 a.m.–5 p.m.)
- ☐ Always on a night shift
- ☐ Shift-work, shifted earlier or later during the day (remains the same shift week-to-week)
- ☐ Shift-work that rotates between different shifts

During the past week, did you find yourself falling asleep during the day when you did not intend to?

- ☐ Yes – How many days:
- ☐ No

During the past week, have you ever nodded off or fallen asleep, even just for a brief moment, while driving?

- ☐ Yes
- ☐ No

Do you have any of the health conditions? *(If yes, write them here.)*

Do you take naps?

- ☐ Yes, on most days
- ☐ Yes, once or twice a week
- ☐ Yes, but not every week
- ☐ No

How long does it take you to fall asleep?

- ☐ No time at all. I fall asleep right away.
- ☐ Up to 15 minutes
- ☐ 15-30 minutes
- ☐ More than 30 minutes

How restful is your sleep on most nights?

1	2	3	4	5	6	7	8	9	10
< Not restful at all								Very Restful >	

Do you sleep alone or with a partner most times?

- ☐ Alone
- ☐ With a partner

WEEK 2: Self-Assessment and Sleep Hygiene

Which of the following caffeinated beverages do you drink on an average day?

- ☐ Coffee – How many ounces within a 24-hour period:
- ☐ Tea – How many ounces within a 24-hour period:
- ☐ Energy drinks – How many ounces within a 24-hour period:
- ☐ Soda/Pop – How many ounces within a 24-hour period:

How many days a week do you exercise for at least 30 minutes at a time?

_____ Days

How much do you feel sleep issues are having a negative impact on your work life?

1 2 3 4 5 6 7 8 9 10
< No impact Very Large Impact >

How much do you feel sleep issues are having a negative impact on your personal life (social/home/family)?

1 2 3 4 5 6 7 8 9 10
< No impact Very Large Impact >

Which of the following do you think interfere with your sleep? (Check all that apply.)

- ☐ Noise
- ☐ Worries about not sleeping
- ☐ Worries about future events
- ☐ Thinking about stressful events that already happened
- ☐ Bodily discomfort (bed, bedding, temperature, etc.)
- ☐ Light levels

How do you feel upon waking on most days?

- ☐ Exhausted
- ☐ Tired
- ☐ Refreshed
- ☐ Energetic

Which of the following electronics are typically turned on in the bedroom when you are going to sleep? (Circle on or off.)

- | | | |
|----|-----|----------------------------|
| On | Off | Television |
| On | Off | Laptop or desktop computer |
| On | Off | Tablet or E-reader |
| On | Off | Smartphone |
| On | Off | Other phone |
| On | Off | Other electronics |

How many hours are there between your last MEAL and when you go to bed?

_____ Hours

How many hours are there between your last SNACK and when you go to bed?

_____ Hours

How many hours are there between when you exercise and when you go to bed?

_____ Hours

What best describes your alcohol use?

- ☐ I do not drink any alcohol
- ☐ I drink a total of 1-2 alcoholic beverages per week
- ☐ I drink 1-2 alcoholic beverages every day
- ☐ I drink more than 3 alcoholic beverages on an average day

Do you use nicotine products on an average day? (Including cigarettes, chewing tobacco, cigars, pipes, hookah, nicotine replacement therapy, e-cigarettes, etc.)

- ☐ Yes
- ☐ No

The people I live with... (Check all that apply.)

- ☐ Know I have trouble sleeping
- ☐ Know I am trying to improve my sleep

List your sleep and wake times for an average week.

Go to Sleep Time		Wake Time	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
Sunday		Sunday	

From the list above, how many GO TO SLEEP TIMES are within 15 minutes?

_____ Times

From the list above, how many WAKE TIMES are within 15 minutes?

_____ Times

Which of the following measures help you cope with stress? (Check all that apply.)

- ☐ Relaxation, deep breathing or meditation
- ☐ Listen to music
- ☐ Exercise
- ☐ Read
- ☐ Other Hobbies
- ☐ Eat or drink (non-alcoholic)
- ☐ Drink alcoholic beverages (beer, wine, spirits, etc.)
- ☐ Other:

Extra Questions for Shift-Workers

Do you have curtains that block nearly all light while you are sleeping?

- ☐ Yes
- ☐ No

Upon waking, do you have access to bright light (natural sun light, a sun lamp, or indoor bright light)?

- ☐ Yes
- ☐ No

Avoid Drowsy Driving

Driving while sleepy can severely impair your driving and cause an accident. Studies have linked sleepiness and fatigue to decreases in reaction time, decision making, and mind and body coordination. All of these factors are very important for safe driving.



According to estimates from the American Automobile Association (AAA), one out of every five deadly traffic accidents is due to drowsy driving. More than one-quarter of drivers admitted to driving in the past month while having trouble keeping their eyes open. (Source: AAA, 2014.)

Drive when you feel alert. On long drives, plan 15 minute breaks to get out and stretch your legs every two hours.

Closing your eyes for even a second (called microsleep) can be enough to travel blindly far down the road (or off the road). If you drive while you are fatigued, you and anyone around you is at serious risk.

Signs of fatigue:

- You can't stop yawning
- You have trouble keeping your head up
- Your eyes close for a moment or go out of focus
- You have wandering, disconnected thoughts
- You have no memory of driving the last few miles
- You miss seeing a sign or your exit
- You slow down when you don't mean to or break suddenly or too late
- You drift across the road or veer off onto rumble strips

What to do:

- Pull to the side of the road or go to a rest stop
- Take a 15-20 minute nap. If you can, have 250-300 mg caffeine (amount in 2 cups of coffee) before the nap.
- Get a non-drowsy person to drive or find some way of getting home without driving yourself
- Drive to a motel or place where you can sleep

How Much Sleep Do I Need?

This guide cannot answer that question for you, but it can help you determine your own sleep needs.

There is no “one size fits all” sleep guideline. The National Sleep Foundation (NSF) has defined ranges that are adequate for most people (see chart below). However, the best indicator of how much sleep you need is your daytime energy and alertness. If you are meeting the NSF guideline, but you need caffeine to get through your day and are falling asleep at the wheel, you may need more quality sleep.

For most adults, seven to nine hours is a good amount of sleep. Older adults may not need as much and children need much more.

Sleep Length Guidelines

Recommended								
NEWBORN	INFANT	TODDLER	PRE-SCHOOL	SCHOOL AGE	TEEN	YOUNG ADULT	ADULT	OLDER ADULT
14-17 Hours	12-15 Hours	11-14 Hours	10-13 Hours	9-11 Hours	8-10 Hours	7-9 Hours	7-9 Hours	7-8 Hours

May Be Appropriate								
NEWBORN	INFANT	TODDLER	PRE-SCHOOL	SCHOOL AGE	TEEN	YOUNG ADULT	ADULT	OLDER ADULT
As Little As								
11-13 Hours	10-11 Hours	9-10 Hours	8-9 Hours	7-8 Hours	7 Hours	6 Hours	6 Hours	5-6 Hours
As Much As								
18-19 Hours	16-18 Hours	15-16 Hours	14 Hours	12 Hours	11 Hours	10-11 Hours	10 Hours	9 Hours

Plan Your Sleep Environment

Start by creating a comfortable place for sleep. Plan a physical space that is calming and designed to promote healthy sleep. This section also discusses how lifestyle habits affect sleep. These include exercise, diet, and the use of stimulants (e.g. caffeine, nicotine) and depressants (e.g. alcohol).

Together, your lifestyle habits and sleeping environment are known as “sleep hygiene.” You may have heard of these sleep hygiene tips before. You may already be using some, but if you are struggling with sleep, now is the time to make changes. Use this section to discover the factors that have the biggest impact on your sleep and wake-time energy.

Sensory Factors

Bed

1. Have a Comfortable Bed

- To soften the mattress, use a mattress topper that adds a layer of cushion or support for less than the cost of a mattress.
- To firm the mattress, add a board between the box springs and mattress for a firmer support layer.
- Rotate or flip the mattress every few months.

_____ Yes, this is an area I need to make changes.

2. Use Clean Sheets & Pillowcases

- Wash sheets, mattress covers, pillows, and comforters regularly to reduce dust and mold that can make breathing more difficult.
- Use hypoallergenic linens if allergies are a problem for you.

_____ Yes, this is an area I need to make changes.

3. Choose the Right Pillow

- Different pillows are designed for different types of sleepers. Test pillows to find one that is best suited for your needs.
- You may need more than one pillow to sleep comfortably.
- If you are a side sleeper, put a pillow between your legs to help keep your back aligned.
- Use a pillow to divide bed space between you and your bed partner if your bed partner's movement wakes you during sleep.

_____ *Yes, this is an area I need to make changes.*

4. Decrease Clutter

- Clear the floor and bedside tables of clutter.
- Keep work materials, laptops, and a TV out of the bedroom.

_____ *Yes, this is an area I need to make changes.*

5. Make the Bed

- Make the bed when you get out of bed to start your day. This helps to create a more welcoming space when you return for bedtime.

_____ *Yes, this is an area I need to make changes.*

6. Turn the Clock Face Away

- Set an alarm, but turn the bright clock face or digital numbers away from your view.

_____ *Yes, this is an area I need to make changes.*

How I will modify my bed area this week:

Sound

Some people like complete silence while others find nature or traffic sounds soothing. Try different background sounds to find out how you sleep the best. A quiet room is most commonly advised for sleep.

A sound machine with white noise or nature sounds may help to muffle noises in the environment. A fan set on low can also create a rhythmic, soothing sound.

If you are trying to sleep when others are awake, a sound machine may be helpful. Close your door and add a "Do Not Disturb" sign. Wear ear plugs to reduce sounds.

How I will modify the sounds in my sleep environment this week:

Temperature

Keep the room at a temperature that is not too warm or too cool. Keep a window slightly open or turn a fan on low to help lower the temperature. Use lighter bedding in the summer and warmer bedding in the winter months. A slightly cool room is most helpful for sleep.

How I will modify the temperature in my sleep environment this week:

Smell

The room should smell fresh and free of odors. Try aromatherapy, such as lavender, that promotes sleep. Keep dirty clothes in a closet, a closed laundry bin, or another room. Keep carpets vacuumed to reduce dust and other odors. Consider having your carpets cleaned periodically. Shower, bathe, or sponge bath your body before sleep to remove any dirt, perfume, or other odors.

How I will modify the smell in my sleep environment this week:

Light

Keep your bedroom dark to alert your body that it is time to rest. Your circadian rhythm uses light and dark to signal certain hormones in your body. Dim the lights in the house an hour or two before you go to bed. This helps to let your body know that you will be going to sleep soon.

If you are sleeping during daytime hours, cover the windows in the room you are sleeping with dark fabric, garbage bags, or other light-blocking materials. Wear an eye mask to block light from your eyes. An eye mask gives your body a sense of darkness. If you must keep a light on for safety reasons or prefer a night light, wear an eye mask to block the light when you are in bed.

How I will modify the light in my sleep environment this week:

Blue Light & Electronics

How far are you from your cell phone right now? If you are like many people, your phone is probably within arm's reach. Not only is digital overload a problem during the day, but taking your phone to bed with you or using it right before bedtime can cause problems for sleep.

Melatonin, the sleep hormone in the brain, is naturally released in the body when natural light dims. The light from a screen (cell phone, tablet, laptop, PC, etc.) can interfere with this production of melatonin. Using a device in bed or close to bedtime can delay going to sleep and make it more difficult to do so.

Tips for Reducing Blue Light Exposure Before Sleep:

- Keep your phone out of the bed.
- Turn off as many notification sounds as possible. Keep only your main ringer on for emergencies.
- Turn your phone over to avoid the front light waking you up, especially if it is charging.
- Set boundaries with media. Consider a media curfew. After a certain time, avoid looking at any screen device. Make this at least an hour before bed. A quick peek at your phone just before bed may not have a big effect, but staring at it before bed for more than a few minutes may interfere with sleep.
- Don't watch TV or use the computer within 30 minutes of going to bed.
- Looking at news stories or skimming social media can also be stressful and keep your mind alert when you are trying to wind down.



Plan to Promote Sleep: Eating & Exercise

EATING TIPS

What you eat and when you eat impact how drowsy or alert you are. Healthy foods give you energy, stabilize mood, and help your body function normally.

Eating to Stay Alert

Choose meals and snacks with foods high in protein and fiber-rich carbohydrates. Eating these at the same time provides you with sustained energy. Fiber also helps slow digestion and stabilizes blood sugar.

Foods High in Protein:

- Dairy (low and non-fat cheese, yogurt, milk)
- Meat, poultry, seafood, eggs, nuts and seeds
- Soy (edamame, soy milk, tofu)

Foods High in Fiber-Rich Carbohydrates:

- Fresh fruits and vegetables
- Legumes, beans and lentils
- Whole-grain cereals, bread and pasta

Avoid meals and snacks high in sugar or large amounts of carbohydrates. These foods cause a sharp increase in blood sugar, but then a drop. When your blood sugar is low, you feel tired, cranky, and hungry.

Have a healthy snack when you feel hungry or need a natural energy boost. Place healthy foods where you can easily see them in the fridge, pantry, office snack drawer, or on the kitchen counter or table.

HEALTHY SNACK IDEAS

- Cut-up veggies with hummus, salsa, or nut butters
- Pita bread with hummus
- Granola bar (with less than 5 g sugar)
- Raw nuts (low-salt or no-salt)
- Fresh fruit and veggies
- Natural peanut butter on low-sodium crackers or celery sticks
- Mini whole-wheat bagel with natural peanut butter or cream cheese
- Hard cooked eggs
- Trail mix with nuts, dried fruit, and seeds
- Yogurt with berries and nuts (with less than 10 g sugar)
- String cheese and low-sodium crackers
- Smoothie with fruit, protein powder, and milk. Try adding avocado, or leafy greens.

Avoid Big Meals

Your body must work extra hard to digest a large meal. Oxygen-rich blood is sent to your stomach and intestines for extra digestion power. When your brain does not receive as much oxygen, you feel drowsy.

A dip in energy or feeling sleepy an hour or two after a meal may be due to a meal high in sugar or refined carbohydrates.

In the afternoon, your circadian rhythm may also cause a dip in energy. Your body naturally feels the most tired at 2 a.m. and 2 p.m., according to the National Sleep Foundation.

Plan. Write two examples you will try this week for a meal or snack.

Protein-Rich Food		Fiber-Rich Carbohydrate
	+	
Protein-Rich Food		Fiber-Rich Carbohydrate
	+	



Starting the Day

Follow a regular daily schedule for meals and snacks. Start the day with a healthy breakfast that includes a food with protein. If your day starts in the evening, plan on eating something when you wake up. You will be less likely to feel hungry later in the day or to crave sweets.

***Tip:** Choose larger meals at breakfast and lunch than at dinner. Your last meal of the day should be the smallest.*

Breakfast

HEALTHY BREAKFAST IDEAS

- Leftovers from the day before
- Scrambled eggs with spinach, tomatoes, peppers, or salsa
- Cereal with milk
- Tortilla with beans, eggs, salsa and cheese (breakfast burrito)
- Handful of nuts or a spoonful of peanut butter
- Fruit or fruit smoothie (pair with protein)
- String cheese or cheese slices with whole-grain crackers

Lunch

Dinner

Eating Before Bed

Before you go to bed, have a small snack rich in the amino acid L-tryptophan (see box below) or foods with carbohydrates (cereal, bread, fruit). These foods may help promote sleep.

TRYPTOPHAN

TRYPTOPHAN

Tryptophan is found in most protein-rich foods: milk, cheese, turkey, chicken, red meat, fish, oatmeal, beans, lentils, nuts, and eggs. Tryptophan is broken down in the brain and liver to make serotonin.

SEROTONIN

SEROTONIN

Serotonin is a “feel good” brain chemical that helps you feel satisfied. Serotonin is turned into melatonin in the brain.

MELATONIN

MELATONIN

Melatonin is a hormone in the brain that helps you feel sleepy.

Pair a tryptophan-rich food with a carbohydrate to enhance this sleepy effect. When you consume carbohydrates, your pancreas produces insulin to process the carbohydrates. Insulin helps move other amino acids (not tryptophan) into the muscles. The remaining tryptophan is more concentrated and has an easier time getting into the brain.

WEEK 2: *Self-Assessment and Sleep Hygiene*

AVOID foods high in sugar or refined carbohydrates just before bed. The rise in blood sugar can provide a burst of energy that keeps you alert and makes it difficult to go to sleep.



AVOID foods that are likely to cause acid reflux (heartburn), gas, cramping, or indigestion if you are prone to these problems. Fatty or spicy foods, beans, garlic, peanuts, and dairy may cause discomfort for some people.



BEDTIME SNACK IDEAS

- Whole-grain crackers with cheese
- Half a nut butter and fruit sandwich
- Oatmeal with dried fruit and nuts
- Scrambled eggs with veggies
- Nut butter on a slice of whole-grain toast
- Cottage cheese and fruit
- Whole-grain cereal with milk
- Cucumber slices with Greek yogurt and rice crackers
- Greek yogurt with berries and nuts
- Apples or banana slices with nut butter

Reflect & Plan

Changes I will make with the planning and timing of food during the day:

When I will make these changes:

If I am hungry before bed, I will have one of these snacks:

WEEK 2: Self-Assessment and Sleep Hygiene

Other Nutrition Tips for Sleep

B-Vitamins

Not having enough can impair sleep. Good sources of B-vitamins include:

- Animal products: fish, poultry, meat, eggs, or dairy
- Beans and lentils
- Fruits and vegetables, especially dark leafy greens, papayas, oranges, and cantaloupe
- Fortified breakfast cereals and enriched soy or rice milk

Calcium & Magnesium

Not having enough of these minerals can make sleep more difficult. These minerals have a calming effect on the brain. They help manage anxiety during the day and support relaxation at bedtime.

Good Sources of Calcium

- Milk, yogurt and cheese
- Tofu and soy products
- Dark leafy greens
- Salmon and sardines
- Beans
- Calcium-enriched foods
 - Orange juice
 - Breakfast cereal

Good Sources of Magnesium

- Dark leafy greens
- Nuts, seeds and dried fruit
- Beans and lentils
- Whole grains
- Avocados and bananas
- Dark chocolate
- Yogurt
- Fish

If you think you are not getting enough vitamins or minerals from foods, talk to your doctor or a dietitian. Ask about taking vitamin and/or mineral supplements. When possible, try to consume nutrients from food.

WARM MILK

If a small glass of warm milk is part of your bedtime routine and it has helped you fall asleep before, continue this habit. The combination of calcium, L-tryptophan, and natural sugars may help you feel sleepy.

Avoid Fluids an Hour before Bed

Drink your last beverage at least an hour before you plan to fall asleep. Your body processes slow when you are sleeping. The kidneys concentrate urine and you should not have an urge to urinate until you wake up. If you drink fluids right before you go to bed, you may need to use the bathroom during sleep time.

Make sure to avoid alcohol and beverages with caffeine or a lot of sugar (including juice) before going to bed. Chances are you will need to wake up to use the bathroom.

My bedtime is:

Last time I should drink a beverage (subtract one hour):

Sleep & Weight Management

Sleep has an important role in metabolism. Not getting enough sleep can affect your appetite and make it harder to manage your blood sugar.

More insulin is needed in sleep-deprived people to have a normal blood sugar level. Overuse of insulin in the body can lead to insulin resistance and diabetes.

Being sleep deprived also triggers **ghrelin**—a hunger hormone. Ghrelin increases appetite, especially for sweets, salty foods, and starches. Another hormone, **leptin**, decreases when you are sleep-deprived. Leptin helps your body know when you are full.

Anxiety and negative feelings (also increased by a lack of sleep) can lead you to eat unhealthy snacks and overeat “comfort foods.” Not getting enough sleep can make it hard for you to manage your weight and can lead to serious health problems.



EXERCISE TIPS

Exercise to Enhance Sleep

Regular aerobic exercise (three to four days per week) can help you sleep better. People with insomnia tend to lead more sedentary lives.

Exercise Benefits:

- Weight management
- Positive body image and improved self-esteem
- Decreased anxiety, stress, and depression
- Improved mood and energy
- Improved health and sense of well-being
- Reduced pain
- Relieved muscle tension

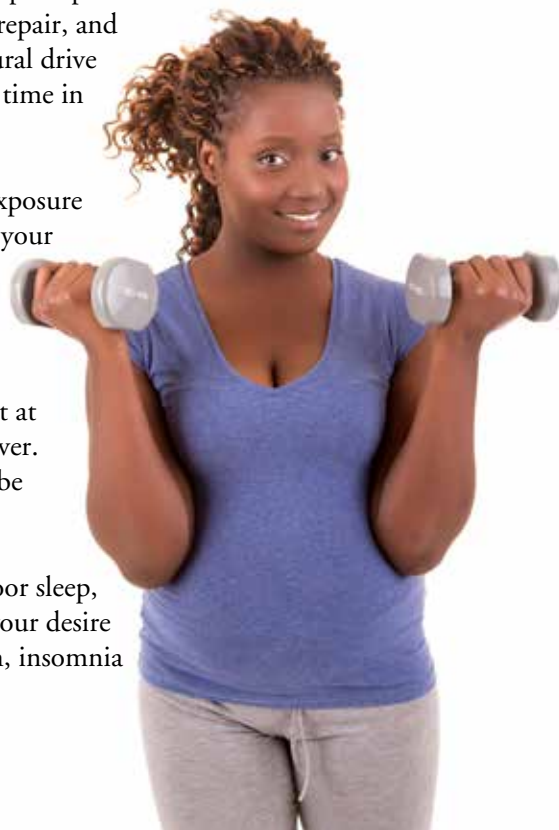
HEALTHY SLEEP

After your body has worked hard, deep sleep is triggered to help your body recover, repair, and get ready for more activity. This natural drive helps you fall asleep and spend more time in deep sleep.

Outdoor physical activity increases exposure to sunlight. This helps to strengthen your body's circadian rhythm. A stronger circadian rhythm helps you feel sleepy.

The calming effect of exercise can last at least four hours after the exercise is over. This helps manage anxiety that may be keeping your mind awake.

When you get caught in a cycle of poor sleep, low energy and anxiety may reduce your desire to exercise. By not exercising, though, insomnia may worsen.



All Physical Activity Has Benefits

Find ways to move more throughout the day. Set an alarm on your watch or phone to get up every hour if sitting. Stretch and walk for a few minutes to get more oxygen flowing through your body.

View physical activity as a break from your day. Use this time to focus on the present, instead of past or future problems and worries.

Complete the table below to plan physical activity.

Activities I like to do:	When I will do this activity:

ACTIVITY IDEAS

- Home care and cleaning
- Mowing the lawn with a non-riding mower
- Painting, gardening, or raking leaves
- Climbing stairs
- Playing actively with children
- Washing the car, windows or floors
- Pushing a stroller
- Walking briskly
- Bicycling for pleasure or transportation
- Basketball, softball, or tennis
- Running
- Racquetball
- Using a treadmill, stair master, or elliptical
- Aerobics
- Golf, fishing, or canoeing
- Day hiking or backpacking
- Swimming
- Table tennis
- Skiing

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Tips to Enjoy Physical Activity

- Plan a variety of physical activities for your week. Avoid getting bored with the same activity.
- Focus on what you are doing, your breathing, posture, movement, etc. Avoid worrying about stressors or what you need to do later.
- Practice goal setting each time you exercise. For example, set a target for the distance you want to walk.
- Repeat positive sayings to combat excuses and negative thoughts.
- Connect with family and friends while you exercise. Instead of meeting for coffee or lunch, suggest meeting for a walk at a park. Play a game in the backyard to spend time with your kids or partner. Friends can keep you on track and help you manage stress.
- Walk at the mall during colder months. Malls often open early to allow walking.
- Listen to music that helps you focus on exercise and takes your mind off of stress and worries.
- Join a group class for a fun, social way to move or to learn a new form of exercise.

Exercise Your Mind

Boredom during wake time can reduce sleep drive and may lead to spending more time in bed (to “fill time”). Stimulate your mind to increase your sleep drive.

- Take a class, learn to use a new technology, learn a new hobby, read a book, or travel.
- Connect with an old friend or write a letter.

Ways I plan to enjoy physical activity:

Exercise and Bedtime

Physical activity increases adrenaline in the body. This hormone increases your heart rate and alertness. Plan vigorous exercise at least four to six hours before bedtime. Light exercise and mild activities should end at least two to four hours before bedtime.

My bedtime is:

Last time I should exercise (subtract at least 2 hours):

Sleep Helps You Recover from Exercise

Physical activity triggers a cycle of muscle break-down and repair. The repair process depends on sleep. Without enough sleep, repair is limited.

This can increase the risk of injury and limit athletic goals (e.g. running or walking further or lifting more weight).

Severe sleep restriction (less than four hours per night) can cause dramatic increases in your heart rate and blood pressure. This strains your heart. Not only does this limit your ability to exercise, but your risk for heart attack and cardiovascular problems increases.



Effects of Caffeine, Nicotine & Alcohol

CAFFEINE

Caffeine is a stimulant drug. It increases alertness. Caffeine can interfere with sleep in these ways:

- It makes it take longer for you to fall asleep.
- It makes you wake up more often when you are sleeping.
- It lowers the amount of deep sleep you get.

Limit caffeine to 300 mg a day.

More than 500 to 600 mg a day may cause you to feel anxious and nervous and make it harder to sleep well.

Early is better.

Drink caffeinated beverages early in your day. It can take eight to 14 hours to clear caffeine from the body. Avoid caffeine at least six hours before bedtime.



My bedtime is:

Last time I should have caffeine (subtract at least six hours):

Cut down gradually.

Daily usage of caffeine can result in physical dependence. If caffeine is stopped abruptly, withdrawal symptoms can occur. These include headache, feeling down, having a hard time concentrating, and fatigue.

Where's the Caffeine?

Item	Amount	Caffeine in Milligrams
Coffee	Brewed, plain	8 oz.
	Specialty drink (latte or mocha)	8 oz.
	Instant	8 oz.
	Decaffeinated	8 oz.
Tea	Black, 3-minute brew	8 oz.
	Green, 3-minute brew	8 oz.
	Iced	8 oz.
	Decaffeinated	8 oz.
Energy / Sports Drinks		
	Red Bull	8.4 oz.
	5-Hour Energy shots	1.9 oz.
	Monster Energy	16 oz.
Cola	12 oz.	
Mountain Dew	12 oz.	
Hot Cocoa	8 oz.	
Chocolate	Dark chocolate	1 oz.
	Milk chocolate	1 oz.
Excedrin Migraine	1 tablet	
No-Doz	1 tablet	

AVOID ALL NICOTINE

Nicotine is a stimulant. Nicotine raises blood pressure, increases heart rate, and makes you feel more alert. Health problems from smoking, chewing, or vaping may make sleep more difficult.

QUIT smoking, chewing, or vaping. Nicotine withdrawal can cause you to wake up during the night, but this will go away. *It is worth it to quit.*

ALCOHOL

How many alcoholic drinks I usually have per day:

Alcohol may help you to fall asleep, but it will interfere with quality sleep. Alcohol can lead to lighter sleep and waking up often. All stages of sleep are affected, but deep sleep and REM sleep are most affected. You may not reach the sleep stages needed to feel restored and refreshed upon waking.

After drinking alcohol you may experience:

- More dreaming
- More nightmares
- Faster heart rate
- Sweating
- Need to use the bathroom



Limit Alcohol

Don't have more than one alcoholic drink with or after dinner. If you take sleep medicines or other medicines, ask your health care provider if you can have any alcohol. If you are taking sleep medicine, it can be extremely dangerous to drink alcohol.

Do I need to change how often or when I drink alcohol? ☐ Yes ☐ No

If yes, what is the first step I will take to change this habit?

Medication & Sleep Aids

Over-the-Counter Products

It is best to check with your doctor before you take over-the-counter (OTC) medicines or supplements that promote sleep. Why?

- Some products could cause harmful interactions with medications you take and with alcohol.
- You may need to find out the right dose for you to take.
- You could have side effects, such as daytime sleepiness.
- Some products may worsen health problems you have.
- You could have a medical problem that needs proper diagnosis and treatment.

In general, do not take OTC sleep medications for more than two weeks without your doctor's advice.

Use Caution with Prescribed Sleeping Pills

Prescribed sleeping pills can cause daytime drowsiness and other side effects. Do not drive or do other activities that require you to be alert.

- Follow your doctor's advice for taking prescribed sleeping pills. Do not increase the dosage without your doctor's okay.
- Let him or her know about side effects that bother you.
- Discuss how long to take sleeping pills to avoid getting addicted to them.
- Do not stop taking them abruptly. Doing this could cause withdrawal symptoms. Discuss this with your doctor.
- Ask your doctor how to reduce your intake gradually and ways to promote sleep that work best for you without taking sleeping pills.

SIGNS TO SEEK HELP FOR A PROBLEM WITH SLEEPING PILLS

- Taking sleeping pills every night for more than two weeks
- Taking a higher dose than you did before to fall asleep

Set Goals

View sleep improvement as a long-term project, especially if you have had poor sleep for a long time. First, define small steps you want to take. Continue to reflect on your efforts.

Small Steps

Think of the actions you take on a daily basis as small steps towards your bigger goal. This guide has already given you many ideas for small steps. Examples are limiting caffeine and dimming the lights one hour before bedtime. Identify your next change and use the following guidelines to improve your goal. All goals should be:

S	M	A	R	T
Specific	Measurable	Attainable	Relevant	Timely
What is my goal?	How will I know when my goal is accomplished?	Is the goal reasonable?	Is this goal worthwhile?	When will I complete this goal?
Define the goal. Use as much detail as possible.	How will I measure my progress?	Is achieving the goal within my reach?	Does this goal meet my needs?	How will I manage my time?

Stay motivated with the small successes you achieve along the way. Use your SleepWell® Tracker every day for feedback on the effect your actions have on your sleep.

Reminder: If your sleep issues are chronic (last longer than three weeks), your primary goal should be to schedule an appointment with your doctor or a sleep specialist.

Practice Goal-Setting

Strengthen your goal using the S.M.A.R.T. tool. Start with a simple statement about what you want to accomplish. Next, write how your goal will be specific, measurable, attainable, relevant, and timely.

My healthy sleep goal:

Specific

Measurable

Attainable

Relevant

Timely

Barriers to Change

As you think more about your goal, roadblocks may appear. You may need tools or skills to achieve your goal. Identify what is making it difficult for you to change. Barriers do not mean you can't make the change. Identify challenges that must be overcome to succeed.

Use your goal that you defined. Answer the following questions about that goal:

What knowledge and/or skills do I need to accomplish this goal?

Who is supporting my efforts to improve sleep? Who is not supporting me?

How motivated am I to make this change? *(Circle one.)*

1	2	3	4	5	6	7	8	9	10
< Not motivated at all					Extremely motivated >				

How confident am I that I can be successful? *(Circle one.)*

1	2	3	4	5	6	7	8	9	10
< Not confident at all					Extremely confident >				

What barriers to change do I expect?

Improve Sleep Step-by-Step

Take your big goal and break it into small, measurable steps. Each small step should follow the S.M.A.R.T. guidelines. Try making one change at a time, like changing the time you eat dinner in the evening. Follow the chart below, starting with number 1.



For example:

- Change:** I dimmed the lights an hour before bed.
- Continue:** I did this every day for a week and used the SleepWell® Tracker.
- Reflect:** After one week, I felt sleepier when I got into bed. I fell asleep in 20 minutes instead of 30.
- Continue:** I will keep this new habit. I will also find a new change to continue to improve my sleep.

Create “If, Then” Plans

Use “If, then” plans to overcome roadblocks. “If, then” plans anticipate a challenge and prepare a response in advance. Create “If, then” statements for each challenge you expect to face. These challenges may be:

- Your common sleep problem (e.g. alert at bedtime)
- How you expect to feel (e.g. anxious)
- Something you do not know how to do
- Supplies you need (like a dark curtain)
- A comment from a supporter or a non-supporter

Examples:

IF I have trouble falling asleep for more than 15 minutes, *THEN* I will get out of bed and find something else to do.

IF I find myself staring at the clock, *THEN* I will turn the face of the clock away from me.

IF my spouse wants to watch TV in the bedroom, *THEN* I will talk to him or her about how this hurts my sleep habits. I will suggest we don’t use the TV in the bedroom after 6 p.m.

*Think about challenges you expect with changing your sleep habits.
Plan your response using an “If, then” plan.*

IF,

THEN

IF,

THEN

Review & Prepare

Complete this at the end of Week 2.

How my sleep this week compares to the first week:

Changes I made to my sleep environment:

Changes I made to my eating habits:

Changes I made to my exercise habits:

Changes I will continue:

One S.M.A.R.T. goal I have for next week: