

WEEK 3

Train Yourself to Sleep

*Continue tracking your sleep.
Continue changes that are helping you sleep.*

Train Yourself to Sleep

In Week 3, you will start to train your mind to see the bed as a place where you will sleep well. To train for this, you will need to:

1. Remove factors that condition your mind to resist sleep.
2. Use your bed for only sleep and sex.
3. Create a consistent routine for when you go to bed and when you wake up.
4. Create a plan for when you wake up in the middle of the night.

WEEK 3: *Train Yourself to Sleep*

Stimulus Control

Your mind is very powerful. How you link things affects how you behave in a particular situation. When you walk into a dark room, you probably look for a light switch. When you always watch TV in bed a lot, you probably reach for the remote as soon as you go to bed. Habits and routines get stronger as you repeat them.

You are not locked in to these patterns. You can train your brain to respond to cues in a different way. Stimulus control is part of cognitive-behavioral therapy, an effective and well-researched sleep enhancement strategy.

Be patient with yourself. It may take several weeks of repeating a new routine for it to seem normal.

What's On Your Mind?

Walk into your bedroom. What are you thinking about? How do you feel?

Are you worried about another sleepless night? Are you thinking about everything that needs to be done tomorrow? Are you remembering an angry discussion that happened in this room last month?

Removing the link between your bedroom and negative, unpleasant thoughts takes time.



WEEK 3: *Train Yourself to Sleep*

Associate Your Bed with Sleep

- Limit your bedroom activities to sleep and sex. While sex is stimulating for most people, it may help you sleep as well. This is the only activity other than sleep that should be allowed in your bed.
- Complete work and pay bills in another room. Don't use the bedroom as a home office.
- If you can't avoid working in the bedroom:
 - Don't sit on the bed while you work.
 - Sit in a chair facing away from the bed.
 - Put all work materials away or cover them so you can't see them at bedtime.
- Have difficult conversations in another room.
- If possible, have your partner give you a massage or back rub. Take deep breaths and clear your mind.



Activity Guide

Belong in Bed	Don't Belong in Bed
<ul style="list-style-type: none">• Sleep• Sex <p>These activities restore your body, make you feel good, and help you manage stress.</p>	<ul style="list-style-type: none">• Doing work/job tasks• Paying bills• Checking emails• Checking grades• Reading news or social media• Watching TV• Using any device with a screen <p>These activities may make you feel anxious or worried and may distract you from how tired you feel.</p>

What I currently do in bed:

If the above list includes activities other than sleep and sex, write changes I will make this week:

Create a Bedtime Routine

Follow a bedtime routine that gets your body and mind ready for sleep. Train your brain to know that it is time to sleep. If you work shifts that have you sleep during the day, developing a bedtime routine is a very important step to help you sleep.

Sample Bedtime Routine:

1. Turn most lights off an hour before bedtime. Dim lights that can be dimmed.
2. Lock or check doors and windows.
3. Check on any sleeping children.
4. Put my pajamas on.
5. Brush and floss my teeth.
6. Wash my face.
7. Put lotion on my hands and feet.
8. Do 5 minutes of relaxation exercises (see Week 4 activities or take 15 deep, slow breaths).
9. Turn off the bedside light.
10. Pull down the covers and get into bed.

Create Your Own Bedtime Routine:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Follow your routine every time you get ready for bed.

Create a Waking Routine

As soon as you wake up, get exposure to bright light. This is especially important if you need to work or do activities in the night-time hours. Exposure to bright light helps reset your biological clock and tells your body to wake up.

Avoid lying in bed when you wake up or pressing snooze on your alarm. Remember, only associate your bed with sleep and sex. Get up. Don't lie awake thinking about what you need to do or what you are going to wear.

Sample Waking Routine:

1. Turn off the alarm.
2. Get out of bed.
3. Stretch my arms above my head.
4. Make my bed so it is inviting for sleep later.
5. Brush and floss my teeth.
6. Wash my face.
7. Make and eat breakfast.

Create Your Own Waking Routine:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Follow your routine every time you get out of bed.

Restrict Time in Bed

Wait, I thought I am trying to sleep more? Yes—and this is going to help you. Sleep restriction means that you limit your time in bed only to when you are sleeping. This strategy can increase sleep drive (pressure to sleep) by creating a temporary state of sleep deprivation. You may feel extra sleepy the first few days. If you feel very sleepy, avoid driving or activities that require you to be alert.

Keep using your SleepWell® Tracker. You will not always need to restrict your time in bed or track your sleep. Remember, you are re-setting your body's natural sleep drive. Your body can manage sleep when natural processes work properly.

Set Regular Sleep and Wake Times

Going to sleep and waking up at different times each day creates an artificial “jet lag” feeling in your body. A regular wake time helps the body maintain a regular circadian rhythm and strengthens sleep drive. Remember, both of these forces help you sleep well.

1. Choose a Time to Wake Up Every Day

Pick a time that you can maintain for all seven days of the week. It needs to be a realistic time for your work and personal life. Wake up at the same time even on days off and weekends. Wake up at the same time even if you did not sleep well or went to bed late.

Planned wake time:

2. Calculate Your Total Sleep Time

Go to your SleepWell® Tracker. On the “Trends”, look at “Total Hours of Sleep.” This tells you the average amount of time you slept during the past week. Subtract the average amount of time you woke up and got out of bed during the night.



Total sleep time:

**If your total sleep time is less than 5 hours, use 5 hours (do not go below this number).*

3. Set Your Bedtime

Subtract your total sleep time from your wake time (go backwards from wake time). Add 30 minutes to this time. This allows for a normal time to fall asleep and brief awakenings. Calculate the bedtime you will follow for the next week. Your goal is to limit your time in bed to actual sleep time.

Sample:

Time I need to wake up:	6:30 a.m.
Subtract total sleep time:	6 hours
Equals bedtime before adjustment:	12:30 a.m.

Set bedtime 30 minutes earlier

I will go to bed at:	12:00 a.m.
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Your Bedtime:

Time I need to wake up:	
Subtract total sleep time:	
Equals bedtime before adjustment:	

Set bedtime 30 minutes earlier

I will go to bed at:	
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Whoa! I can't stay up that late!

Your planned bedtime may seem very late to you. Remember, sleep restriction strengthens your natural sleep drive. Follow this bedtime for at least a week. Your ability to fall asleep at that time and to stay asleep should improve.

Increasing the time you are awake during the day will also increase your natural sleep drive. As your sleep improves, your bedtime will shift. You will eventually be in bed longer and sleep more restfully.

Stop Hitting the Snooze!

Hitting Snooze Hurts Sleep

Your body prepares to wake up before your alarm goes off. Hormones that make you feel alert increase in the body. When you first wake up you may still feel groggy and hit the snooze button. Confused, your body releases sleep-promoting hormones. Getting out of bed becomes harder and you may feel worse when you do get out of bed.

Tips for Avoiding the Snooze Trap

Set only one alarm. If you know you have a back-up alarm set, it is tempting to go back to sleep.

Keep your alarm clock or cell phone alarm well out of arm's reach. Make it necessary to stand up and cross the room in order to turn off the alarm.

Relaxing for up to five minutes after you wake is okay, but get out of bed within five minutes. Think about what you are going to do first when you wake up—go to the bathroom, start making coffee, take a shower, stretch, etc.



Trouble Staying Asleep

What should I do when I wake up in the middle of the night or wake up too early in the morning?

If you can't go back to sleep within 10-15 minutes, get out of bed. Go to another room and sit in the dark or do an activity in dim light. After 20 minutes, go back to bed.

- Read a book, magazine, or newspaper.
- Knit, crochet, braid yarn, or practice tying knots.
- Sit in dim, not bright, light.
- Work on jigsaw or crosswords puzzles or play cards.
- Avoid using a computer, tablet, or smartphone screen. The light from the screen can make you feel alert.

Create a basket of items to prepare for times you may wake up during the night. This can include a big sweater, blanket, slippers, a book, or other items that are listed above. If you can't fall back asleep after 10-15 minutes, take the basket to another room and do one of your activities.



What I will put in my basket:

Do not associate your bed with being awake.

Can I Have a Nap?

Naps during the day can take away from the sleep drive your body builds up when you are awake. Think of sleep drive like hunger—you would not want to eat a big meal in the afternoon if you knew you were having a feast for dinner! Avoid taking long naps during the day or avoid the naps altogether. It will be easier to fall asleep at bedtime if you have not napped during the day. *If you do nap, do so for less than one hour. The best time for the body to nap, if needed, is between 1:00 and 4:00 p.m. Your body temperature naturally drops during this time period and your body is ready to sleep.*

If you do not feel tired at bedtime, limit napping until your sleeping habits are more regular.

Things to Do When You Feel Like Taking a Nap

- Take a walk.
- Drink a cold glass of water.
- Take 10 slow, deep breaths.
- Step outside in the sunshine (if during daylight hours).
- Stretch your back, neck, and legs.
- Splash cold water on your face.
- Watch or read something funny.
- Massage your hands together.
- Have a mint or chew mint gum.

Napping for Shift Workers

Before your shift starts, a 20-30 minute nap may help you feel more alert. A longer nap may leave you feeling groggy. Find what helps you be the most alert.

Nap during your “lunch hour” if possible. Allow 10-15 minutes to wake up and be fully alert after your nap. Napping may not be a good idea if you work in a job that requires you to have quick reactions or make decisions under pressure.

A 30-45 minute nap at the end of a shift may help you to be more alert for the drive home.

Manage Risks of Shift Work

You have special sleep challenges if you work long hours, rotating shifts, permanent night shifts, or multiple jobs. School and/or family responsibilities on top of shift work may also interfere with sleep time. Night-time shift work involves working against your body’s natural rhythm. Remember, your body clock is “set” by exposure to sunlight. Shift work presents challenges:

- You need to sleep at times that your body is not naturally inclined to sleep.
- You need to be alert during times your body expects to be sleeping.
- Going to and from work may involve driving during times your body wants to be sleeping. Shift workers are six times more likely to be in a fatigue-related road accident than other workers.
- You may struggle to feel connected to family and friends. You may feel unable to do activities or attend events that are important to you.
- You may be more sleep deprived, have a harder time falling asleep, sleep lighter, and feel less rested upon waking.

Control Risk Factors for Work-Place Fatigue

- Work in well-lit, safe areas.
- Work in well-ventilated areas and reduce exposure to industrial chemicals and toxins. Follow your workplace’s Material Safety Data Sheets (MSDSs).
- If possible, avoid working overtime during times that would interfere with your scheduled sleep time.
- Avoid shift-swapping and changing schedules more than necessary.
- Use breaks, meal times, and rest periods at work. Don’t work through your breaks.
- Use equipment provided (machinery, lifting equipment, comfortable chairs, anti-fatigue matting, etc.) to reduce the physical demands of a job.
- If working in warmer temperatures, take more breaks and seek shelter often. Drink plenty of water to stay hydrated.

WEEK 3: *Train Yourself to Sleep*

Plan Transportation

Take public transportation, a taxi, or share rides after a long or overtime shift. Plan a car pool and have an alert person drive. Or, arrange for someone to pick you up. Avoid driving alone after a long shift. Do not drive if you are too drowsy.

Exercise briefly before you drive home. Jump in place or walk briskly around the parking lot. Drive carefully and defensively.

Time Your Fuel

Eat three regular meals spaced evenly during the day. Eating helps cue your body's clock.

- Make your first two meals larger and avoid having your largest meal before bedtime.
- Avoid drinking any alcohol within three hours of bedtime.
- Avoid eating a lot of snacks and fast food.
- Drink a caffeinated beverage early in your shift, if you need it. Avoid caffeine six hours before bedtime.



Light Exposure

- If you are coming off a night shift, limit exposure to early-morning daylight on the way home. Wear sunglasses to reduce the light level. Your body will be more ready for sleep when you get home.
- If you sleep during daylight hours, use window coverings that darken your bedroom. Use curtains with black-out backing or cover the windows with black plastic garbage bags. Use a sleep mask to further limit light exposure to your eyes.
- Draw the blinds and pull shades down before you leave the house to go to work. When you arrive home, the darker room will help cue your body to sleep. If you wake up after you fall asleep, the dark room will help you fall back asleep.

Scheduling Shift Work

Talk to your supervisor or manager about the right kind of schedule for you and your team. The risk for accidents and on-the-job errors decreases when employees are alert and well-rested. A schedule allowing everyone enough time to sleep and recover from shift changes is in the group's best interest.



Forward rotating schedules make it easier for your body to adjust to changes. This type of schedule follows a clockwise pattern. For example:

Day shift > Evening shift > Night shift > Morning shift > Day shift

Reverse rotating schedules make it more difficult for your body to adjust to changes. This type of schedule follows a counter-clockwise pattern. For example:

Day shift > Morning shift > Night shift > Evening shift > Day shift

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*Randomly rotating shifts are very hard on your body.
Try to stay on the same schedule—this helps align your
body clock with your sleep and wake patterns.*

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Planning Sleep with a Rotating Schedule

Begin to adjust sleep before your shift changes. Gradually move your sleep and wake times to prepare for the new schedule.

Example: Rotating from evening shift to night shift

Delay the times you go to bed and wake up by one to two hours on the last few days of your evening shift. When you begin the night shift, your body will already be getting ready for the new schedule. Give your body time to adjust. By making changes gradually, you can avoid the harsh disruption of a sudden schedule change. This will help you to sleep better through the change in your work schedule.

This chart shows how you can gradually shift your sleep time from an evening shift to a night shift.

Evening Shift: 5 p.m. – 1 a.m. Night Shift: 11 p.m. – 7 a.m.	Sleep Time
Sleep Time for Evening Shift	3 a.m.–11 a.m.
Night 1 of Transition	5 a.m.–1 p.m.
Night 2 of Transition	7 a.m.–3 p.m.
Night 3 of Transition	8 a.m.–4 p.m.
Night 1 of Night Shift	9 a.m.–5 p.m.

Plan Your Sleep Transition: Start with the time you normally sleep for your current shift. A few days before your shift changes, start to move your sleep time towards the time you will be sleeping for your next shift. Follow the example above to complete the following chart.

Current Shift: New Shift:	Sleep Time
Sleep Time for Current Shift	
Night 1 of Transition	
Night 2 of Transition	
Night 3 of Transition	
Night 1 of New Shift	

Extra Tips for Changing Shifts

- After your last night shift, try to adjust your body clock to be awake in daytime. Sleep only two to three hours on the first morning after a night shift and then get a good sleep that night and on the following nights.
- Avoid abruptly going back to a daytime schedule during a day or night off. This change makes the circadian rhythm unstable and can make it more difficult to sleep when you want to.



“Catching Up” on Sleep

Avoid over-sleeping, even when you have missed sleep in the previous days. If you sleep too much, your sleep drive will decrease. With decreased pressure to sleep, your sleep may be lighter and you are more likely to wake up. When you keep regular sleep and wake times, it will be easier for you to fall asleep and stay asleep.

Review & Prepare

Look at your pattern of sleep over the past week. Compare it to your sleep patterns over the past few weeks of tracking.

I fall asleep more quickly now.

- ☐ Yes
☐ No

I have more daytime energy.

- ☐ Yes
☐ No

I wake up fewer times during the night.

- ☐ Yes
☐ No

If or when I do wake up, I am able to fall asleep again more quickly.

- ☐ Yes
☐ No

Changes I made to my bedtime and waking routines:

Changes I made to what I do in bed or in the bedroom:

Are you ready for another week of attention to your sleep?

- ☐ Yes
☐ No

Shift Your Bedtime

If you think your sleep has improved during the past week, you can begin to shift your bedtime earlier. Do this gradually. Only make a shift when your sleep quality is high. This means:

- You are able to fall asleep within 15 minutes of getting into bed.
- You are rarely waking up during sleep.
- If you do wake up, you are able to go back to sleep within 15 minutes.
- You stay asleep until your planned wake time.
- You wake feeling refreshed.

If your sleep quality has not improved, maintain the original schedule for another week. When you are ready, shift your bedtime 15 minutes earlier. Keep the same wake time. This will give you more time to sleep as your body becomes trained to sleep in bed.

Example Bedtime Shift

Bedtime during this past week: 12 a.m.

Evaluation of sleep trends:

My sleep quality improved and I was able to fall asleep easier.
I only woke up a few times and fell back to sleep within 15 minutes each time.

New bedtime for this coming week: 11:45 p.m.

My Bedtime Shift

My bedtime during this past week:

Evaluation of my sleep trends:

My new bedtime for this coming week: