

## Trouble sleeping? Here's some steps you should follow to improve your sleep

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### Keep a routine

- Go to bed and get up at the same time every day, including weekends or non-work days. Make sure the bedtime you choose is a time when you feel sleepy.
- Ideally, avoid napping during the day. If naps are taken, limit them to 20–30 minutes and avoid napping in the late afternoon or evening.

### Avoid substances which could interfere with sleep

- Avoid caffeine and energy drinks for several hours or more before bed, or consider avoiding them altogether. Caffeine is found in coffee, black or green tea, energy drinks and some soft drinks, as well as chocolate and chocolate-containing drinks and guarana.
- Avoid alcohol near bedtime. It may initially make you sleepy but can disrupt sleep later in the night.
- Cut down on smoking. People who smoke generally have poorer sleep than those who don't. If you quit smoking, your sleep may initially be worse while you are withdrawing, but it should get better.

### Keep the bedroom for sleeping

- Avoid watching TV, using electronic devices or reading in bed
- Get out of bed if you are unable to sleep during the night, and return only when you are drowsy enough to sleep

### Have a dark, quiet bedroom environment

- Keep the bedroom a comfortable temperature and dark. Remove any sources of light such as bright clocks or modems.
- Restrict bedroom noise as much as possible or use earplugs
- Avoid watching the clock if awake at night
- Consider sleeping in another room if disturbance from your partner is causing you to have trouble sleeping
- Prevent mosquitoes and other bugs from getting into your bedroom or get rid of them before bed

### Prepare for sleep

- Avoid exposure to bright light in the evening as well as at night
- Engage in relaxing activities prior to bed. This can be whatever works for you: listening to music, having a bath, meditation or muscle relaxation
- Write things down to allow your mind to let go. For example, in the evening create a list of tasks you want to remember for the next day

### Change your daily activities to promote relaxation and sleepiness at night

- Do regular exercise during the day
- Consider mindfulness exercises or meditation

## Having trouble with insomnia? Here's how to restrict your time in bed in order to sleep better

Steps	Write your answer here	Example	Notes
<b>1. How long per night are you currently spending asleep?</b>	I currently go to bed at: <input type="text"/>	11:00 pm	Consider keeping a sleep diary if you're not sure: <a href="http://www.nhs.uk/Livewell/insomnia/Documents/sleepdiary.pdf">www.nhs.uk/Livewell/insomnia/Documents/sleepdiary.pdf</a>
	And get up at: <input type="text"/>	7:00 am	
	So the time I spend in bed per night is: <input type="text"/>	8 hours	
	But each night, I'm awake on average: <input type="text"/>	2 hours	
	So my current total sleep duration is: <input type="text"/>	6 hours	
<b>2. Reduce the length of time you spend in bed so that it better matches the time you are currently spending asleep</b>  For example, reduce it by half of the amount of time you are awake in bed	I will reduce my time in bed by: <input type="text"/>	Since I spend two hours awake at night, I'll reduce my time in bed by one hour	Reduce your time in bed gradually if the change seems too big, e.g. go to bed 30 minutes later for one week, then 30 minutes later again the next week.
	I will go to bed at: <input type="text"/>	Midnight	Consider getting up at the same time as other family members or housemates so the routine is easier to keep to.
	And get up at: <input type="text"/>	7:00 am	Five hours is the recommended minimum time in bed.
<b>3. Stick with it for one to two weeks</b>	Set an alarm for the wake up time to develop a routine. An interval of two weeks is used so your body can adjust to the new sleeping pattern		You may initially be more sleepy due to having less time in bed.
<b>4. Review progress and adjust the time in bed as necessary</b>	If after two weeks you are: <ul style="list-style-type: none"> <li>■ Feeling well: keep the sleeping schedule as is</li> <li>■ Feeling tired: extend the time in bed by 30 minutes</li> <li>■ Still spending a lot of time awake at night: reduce your time in bed by 30 minutes</li> </ul>		Repeat steps 3 and 4 until you have a regular sleeping routine and your insomnia and day time tiredness is gone or greatly improved.