BEDTIME ROUTINE

BEGIN 30-60 MINUTES BEFORE BED AT: 8:30 PM

- Dim lights and turn off electronics
- Brush and floss teeth
- Wash face and skincare
- Change into comfortable sleepwear
- Set a relaxing atmosphere
- Select a calming activity (journaling, puzzle, knitting, etc.)
- Stretch/foam roll
- Meditate
- Read or listen to calming podcast/music
- Get into bed at 9:30 PM
BEDTIME ROUTINE

BEGIN 30-60 MINUTES BEFORE BED AT: ________________

☐ DIM LIGHTS AND TURN OFF ELECTRONICS

☐ GET INTO BED AT ________________

Washington University in St. Louis
Office of Human Resources
MyWay to Health
# WIND DOWN WITHOUT SCREENS

<table>
<thead>
<tr>
<th>Stretch</th>
<th>Jigsaw Puzzle</th>
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<tbody>
<tr>
<td>Yoga</td>
<td>Lavender Scents</td>
</tr>
<tr>
<td>Foam Rolling</td>
<td>Skincare Routine</td>
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<tr>
<td>Pet Dog, Cat, etc.</td>
<td>Shower</td>
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<tr>
<td>Journal</td>
<td>Epsom Salt Bath</td>
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<tr>
<td>Daily Gratitude</td>
<td>Read</td>
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<tr>
<td>Color</td>
<td>Calm App &quot;Bedtime Stories&quot;</td>
</tr>
<tr>
<td>Crochet</td>
<td>Calming Music</td>
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<td>Knit</td>
<td>Meditate</td>
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<tr>
<td>Origami</td>
<td>Chamomile Tea</td>
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<tr>
<td>Breathing Exercises</td>
<td>Progressive Muscle Relaxation</td>
</tr>
<tr>
<td>Body Scan</td>
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</tbody>
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**Washington University in St. Louis**

**Office of Human Resources**

**MyWay to Health**
**TOMORROW'S TO-DO LIST**

### TOP PRIORITIES:

- [ ] __________________
- [ ] __________________
- [ ] __________________
- [ ] __________________

### TO-DO LIST:

- [ ] __________________
- [ ] __________________
- [ ] __________________
- [ ] __________________
- [ ] __________________
- [ ] __________________
- [ ] __________________

### NOTES:

- __________________________________________________________
- __________________________________________________________
- __________________________________________________________
- __________________________________________________________
- __________________________________________________________
- __________________________________________________________
TOMORROW'S TO-DO LIST

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☐ ____________________  ☐ ____________________
☐ ____________________  ☐ ____________________
☐ ____________________  ☐ ____________________

TO-DO LIST:

☐ ____________________
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☐ ____________________
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☐ ____________________

NOTES:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________
# Tomorrow's To-Do List

## Top Priorities:

1. 
2. 
3. 
4. 

## To-Do List:

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

## Notes:

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TOMORROW'S TO-DO LIST

TOP PRIORITIES:

☐ __________________

☐ __________________

☐ __________________

☐ __________________

TO-DO LIST:

☐ __________________

☐ __________________

☐ __________________

☐ __________________

☐ __________________

☐ __________________

☐ __________________

NOTES:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Monitor your sleep for the next week to see how much sleep you are getting each night. Complete in the morning.

<table>
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<tbody>
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**SLEEP DIARY**

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The number of hours I slept last night:

How did I feel when I got up this morning? Wide awake, awake but a little tired, or sleepy:

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How did I feel when I got up this morning? Wide awake, awake but a little tired, or sleepy:

Notes:
This technique is designed to help relax the body and mind in times of stress. It can be used to wind down after a busy day, as a method to fall back asleep when feeling restless or experiencing interrupted sleep.

Progressive muscle relaxation involves tensing and relaxing muscles in the body. The idea is to tense each muscle group for 8 to 10 seconds - let go of it suddenly. Let all the tightness and pain flow out of the muscles as you simultaneously exhale. Relax for 8 to 10 seconds, and notice how the muscle group feels when it is relaxed compared to how it felt when tensed. You might also say to yourself, "I am relaxing," during each period between tensing the different muscle groups. Throughout the exercise, keep focused on your muscles.

1. Sit comfortably in a chair or lay flat on your back. Overall, how relaxed does your body feel? (On a scale of 1 to 10, with 1 being the least and 10 being the most relaxed.)

2. To begin, slowly take 3 deep breaths, exhaling slowly each time. Simply become aware of your breathing as you slowly inhale and exhale. Notice your stomach rising and falling with each breath.

3. Become aware of sensations in your body. Notice how your body feels. Notice how it feels where it touches your clothing, where it touches the surface beneath you.

4. As you breathe out, imagine that the tension throughout your body begins to flow away. Each time you tighten and relax make sure you are breathing at least 3 deep breaths. Some people like to count their breaths (in 1 out 2: in 3 out 4: in 5 out 6).

5. Start by contracting the forehead by raising eyebrows while wrinkling forehead. Hold for 8 to 10 seconds and then relax for 8 to 10 seconds. Use your 3 deep breaths as a way to measure how long you have tightened or relaxed muscles.

6. Increase your awareness of how this body part feels now, and see if you can transfer your experience of breathing to them, as if you are breathing into your head and breathing out from your head.

7. Slowly move on, transferring the sensation of breathing in and out to the next part of your body. Progress through the following body parts:
   - Eyes, nose, cheeks
   - Mouth, chin, jaw
   - Neck and shoulders
   - Right hand and forearm
   - Right upper arm
   - Left hand and forearm
   - Left upper arm
   - Chest and back
   - Lower back and buttocks
   - Right upper leg
   - Right lower leg
   - Right foot
   - Left upper leg
   - Left lower leg
   - Left foot

8. Now, how relaxed does your body feel overall? (On a scale of 1 to 10... with 1 being the least relaxed and 10 being the most relaxed.)
A body scan is a simple mindfulness technique that helps you become more in tune with your body, and allows you to release stress in both body and mind. This meditation can be performed daily, or multiple times per day, and does not require any additional equipment.

Allow yourself to assume a comfortable position, sitting or lying down, whatever feels appropriate.

Breathe naturally, you do not need to change or manipulate it in any way. You can settle into the rhythm of the body breathing, the rise and fall of the abdomen, and the sensation of air passing in and out of the nostrils. You may choose to follow the breath thinking “breathing in” or “in” as you breathe in, and “breathing out” or “out” as you breathe out. Simply observe the breath in a way that makes sense to you, and allowing awareness to encompass the whole body breathing.

**HEAD**

Gently begin to narrow the floodlight of awareness into a spotlight of attention, letting the spotlight shine on the head. Breathing in and out, explore any sensations, or lack of sensations, present in the top of the head. Then move on to the back of the head and the ears.

Now move the attention around to the front of the head and the face. Notice any sensations, or lack of sensations, that might be present in the forehead…the eyes…the cheeks…the mouth.

Whenever you find that your attention drifts from the spotlight on the body, simply bring it back as best you can.

**TORSO**

Allow your attention to move to the neck and shoulders. Return to your breathing, remembering that you do not need to fix anything. You are simply observing what is present in the neck and shoulders.

Move on to the back…the upper back…mid-back…lower back. Acknowledge that the back carries a lot of your load and stores a lot of your tension. Take a moment to give your back some attention and appreciation.

Now move the spotlight of attention to the front of the body…the chest…the stomach. If possible, bring awareness to your internal organs, however that makes sense to you. Notice what sensations, lack of sensations, or emotions are present in the front of the body.
BODY SCAN

LEGS
Move to your hips and seat...observe whatever sensations, lack of sensations, or emotions are present. Notice points of contact between the body with the chair or ground, and any heaviness or lightness.

Gradually bring the spotlight to your thighs...knees...lower legs...ankles...and feet. As best you can, just sense the legs and feet, noticing what's there.

Whenever you find that your attention drifts from the spotlight on the body, simply bring it back as best you can.

WRAPPING UP
Finally, let the spotlight return to a floodlight of attention over the entire body again. Allow your awareness to rest on whatever sensations arise in the body...breathing into that place...and softening around it as you exhale.

Take a few moments to allow your awareness to come back to the breath and the whole body breathing. Then slowly begin to stretch, opening the eyes when you feel ready.
Deep breathing is one of the best ways to lower stress in the body. Practicing slow, controlled breathing sends a message to your brain to calm down and relax. The body shows signs of stress through increased heart rate, fast breathing, and high blood pressure, all of which decrease as you breathe deeply to relax.

**BELLY BREATHING**

1. Sit or lie flat in a comfortable position.
2. Put one hand on your belly just below your ribs and the other hand on your chest.
3. Take a deep breath in through your nose, and let your belly push your hand out. Your chest should not move.
4. Breathe out through pursed lips as if you were whistling. Feel the hand on your belly go in, and use it to push all the air out.
5. Do this breathing 3 to 10 times. Take your time with each breath.
6. Notice how you feel at the end of the exercise.

This might feel strange, as most people breathe primarily in their chests.

**4-7-8 BREATHING**

1. To start, put one hand on your belly and the other on your chest as in the belly breathing exercise.
2. Take a deep, slow breath from your belly, and silently count to 4 as you breathe in.
3. Hold your breath, and silently count to 7.
4. Breathe out completely through pursed lips as you silently count to 8. Try to get all the air out of your lungs by the time you count to 8.
5. Repeat 3 to 7 times, or until you feel calm.
6. Notice how you feel at the end of the exercise.

This practice slows your heart rate quickly and can help you get ready for sleep.
ROLLING BREATHING

1. Put your left hand on your belly and your right hand on your chest. Notice how your hands move as you breathe in and out.
2. Practice filling your lower lungs by breathing so that your "belly" (left) hand goes up when you inhale and your "chest" (right) hand remains still. Always breathe in through your nose and breathe out through your mouth. Do this 8 to 10 times.
3. When you have filled and emptied your lower lungs 8 to 10 times, add the second step to your breathing: inhale first into your lower lungs as before, and then continue inhaling into your upper chest. Breathe slowly and regularly. As you do so, your right hand will rise and your left hand will fall a little as your belly falls.
4. As you exhale slowly through your mouth, make a quiet, whooshing sound as first your left hand and then your right hand fall. As you exhale, feel the tension leaving your body as you become more and more relaxed.
5. Practice breathing in and out in this way for 3 to 5 minutes.
6. Notice that the movement of your belly and chest rises and falls like the motion of rolling waves.
7. Notice how you feel at the end of the exercise.

This practice helps you to develop full use of your lungs and to focus on the rhythm of your breathing.

MORNING BREATHING

1. From a standing position, bend forward from the waist with your knees slightly bent, letting your arms dangle close to the floor.
2. As you inhale slowly and deeply, return to a standing position by rolling up slowing, lifting your head last. Hold your breath for just a few seconds in this standing position.
3. Exhale slowly as you return to the original position, bending forward from the waist.
4. Notice how you feel at the end of the exercise.

Try this exercise when you first get up in the morning to relieve muscle stiffness and clear clogged breathing passages. Then use it throughout the day to relieve back tension.