

SLEEP AND ACTIVITIES RECORD

Instructions: It is important that you fill out this chart each evening. Mark your diary in the following way:

ACTIVITIES

- A - each alcoholic drink
- C - each caffeinated drink: includes coffee, tea, chocolate, cola
- I - interaction of calmness. This may be an exciting movie on TV, sexual intercourse before sleeping, a noise during sleep, or anxious thoughts
- P - every time you take a sleeping pill or tranquilizer
- P2 - every time you take any other pill
- M - meals
- S - snacks
- X - exercise
- T - use of toilet during sleep time

SLEEP TIME (including naps)

- D - lights out/dark Note each entry to bed with ↓
- I - lights on/illumination Note each exit from bed with ↑
- B - alarm clock wakening Note time asleep with →

Noon 2 4 6 8 10 Midnight 2 4 6 8 10 noon

	Noon	2	4	6	8	10	Midnight	2	4	6	8	10	noon



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In the assessment of performance we would like you to use the scale from 0 to 10. For example, you might record a 1 or 2 if you are very sleepy, but if very refreshed, you would record an 8 or 9. This page is divided into two parts, those features that should be recorded 15 to 20 minutes after "arising" (A, B, C, D, E) and those items to be recorded before bedtime (1,2,3).

AWAKE - ZZZ CHART

Remember to complete A-E approximately 15-20 minutes after awakening. Complete 1-3 prior to switching off your lights at night.

Very Sleep 0 1 2 3 4 5 6 7 8 9 10 Fully refreshed

Fill in date under day	A	B	C	D	E	1	2	3
	Hours of sleep last night	I awoke very sleepy=0;very refreshed =10	I feel fuzzy headed=0; alert=10	My sleep was restless = 0; tranquil =10	My sleep was better than usual = 0; as usual = 5; very disrupted =10	I feel very tired=0; wide awake=10	I feel physically worn out-	I feel tense=0; calm=10
Mon								
Tue								
Wed								
Thurs								
Fri								
Sat								
Sun								

SLEEP HYGIENE HABITS

1. Avoid stimulating activities just before going to bed.
2. Don't go to bed until you feel sleepy.
3. Get up at the same time every day, even on weekends.
4. Don't take naps.
5. Reduce or cut out alcohol: don't drink any for at least two hours before going to bed.
6. Reduce or cut out caffeine; don't have any after 4:00 p.m.
7. Reduce or cut out nicotine; don't smoke for four hours before going to bed.
8. Exercise regularly but avoid intense physical exertion after 6:00 p.m.
9. A light carbohydrate-based snack (i.e. milk and cookies) cannot promote sleep, especially in people with a tendency to eat more in the second half of the day.
10. The sleep environment should be comfortable but not overly warm, with noise and light kept to a minimum.
11. Awake in bed for no longer than 20 minutes.
12. Bed is only for 3 S's.

- Limit total sleep time. Get up at the same time every day.
- Try to do some physical exercise during the day
- Stop consuming caffeine
- Avoid strenuous exercise
- Manage daily stress by making a list of the next day's activities
- Stop smoking
- Avoid heavy meals; drink fewer liquids
- Stop drinking alcohol
- Unwind/relax
- Have a light snack/hot bath
- Go to bed **ONLY** if sleepy

How to get a good night's sleep

Certain habits can stop you from sleeping well, whereas others can help you sleep better. You may hear people call this advice **good sleep hygiene**. It seems that following this advice helps some people sleep better.^{1 2}

- Get some exercise during the day, but not right before you go to sleep.
- Avoid eating a large meal just before you go to bed.
- Avoid tobacco and drinks that contain caffeine or alcohol for a few hours before bedtime. (Alcohol can help you get to sleep, but it may cause you to wake up later and stop you from getting back to sleep.)
- If you need to go to the bathroom in the night and can't get back to sleep afterward, try to avoid drinking any fluids for a couple of hours before bedtime.
- Only go to bed when you feel sleepy, and not just because you think it's time for bed.
- Use the bedroom just for sleeping and having sex. Don't use it to read, watch television, eat or work.
- Try to keep your room cool and quiet.
- If you can't sleep after about 15 or 20 minutes, go to another room. Try reading with a fairly dim light. But don't watch television as this gives off bright light. This can stimulate you rather than helping you relax. Only go back to bed when you feel sleepy.
- Get up at the same time every morning, even if you don't feel rested.
- Try not to nap during the day. But if you feel tired, nap for no longer than 30 minutes in the afternoon.

Sources for the information on this page:

1. Kupfer DJ, Reynolds CF. Management of insomnia. *New England Journal of Medicine*. 1997; 336: 341-346.
2. Holbrook AM, Crowther R, Lotter A, et al. The diagnosis and management of insomnia in clinical practice: a practical evidence-based approach. *Journal of the Canadian Medical Association*. 2000; 162: 216-220.

