



Challenge yourself with 5 steps for better sleep



Do you get enough sleep? Experts recommend that adults get at least 7 hours of quality sleep each night. Approximately 1 in 3 adults don't get enough sleep globally.*

Getting quality sleep regularly helps you feel good and function better during the day, and supports your health and wellbeing in the long term. In fact, sleep is essential for physical health and immune function. It's also a major contributor to emotional wellness and mental health, helping ease stress, depression and anxiety.

Here's a worksheet to help you get into a sound-sleep habit. Fill it in and then challenge yourself to sleep better.

Step 1: Review your current sleeping habits.

Answer each of the following questions based on what's generally true for you most days.

Question	Answer
1. On average, how much sleep do you get each night?	
2. What time do you go to bed?	
3. What time do you wake up?	
4. Do you get up straight away or delay?	
5. Is your room cool when you're sleeping?	
6. Do you find your bed and bedding comfortable?	
7. Do you use your bed for anything other than sleep and sex?	

*World Sleep Society. [World Sleep Day: 2024](#).

Step 2: Review your time and commitments.

Answer each of the following questions based on what's generally true for you most days.

Question	Answer
1. How much time do you need to get ready in the morning?	
2. How much time do you need to get ready for bed?	
3. How much time do you spend taking care of responsibilities (for example, work, family, chores)?	
4. How often do you exercise and during what time of day?	
5. How much caffeine or alcohol do you consume during the day? When?	
6. What times do you eat during the day?	
7. What do you do 30 minutes before going to bed?	

Step 3: Consider these tips for a good night's sleep.

Your mind and body adjust better to a regular sleep schedule. Following daily routines can also help by giving your body time signals throughout the day.

How many of the following tips for getting a good night's sleep are you already doing?

Tip	Yes/No
1. Create a comfortable sleeping environment, including bedding, keeping the area cool, and reducing or blocking out light and noise	
2. Go to bed at the same time each night and wake up at the same time each morning	
3. Get 30 minutes of natural light each day, such as by opening your window coverings, sitting outside or using a light therapy box	
4. Eat meals at the same times each day.	
5. Do regular daily physical activity	
6. Relax for at least 30 minutes before bedtime, such as by reading a book or doing another calming activity	
7. Limit caffeine and alcohol, particularly in the evenings, as both can disrupt sleep	

Step 4: Create a plan.

Consider all of the above to make a 'better sleep' plan for yourself.

My plan	My goal
1. Each day, I should wake up at	
2. My bedtime routine includes	
3. Each night, I should go to bed at	
4. Each night, I should begin winding down at	
5. Each day, I can get natural light by (opening the curtains, going for a walk)	
6. Each day, I need this amount of time to fulfil my responsibilities and commitments, such as work, family and chores	
7. Other ways I can help myself sleep better include	

Step 5: Challenge yourself to sleep better – set goals and track your weekly progress.

Follow through on your plan and track your progress. We've provided extra space for you to add to these goals.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
WEEK 1	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time
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	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light
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WEEK 2	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time
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	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light
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WEEK 3	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time
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WEEK 4	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time	<input type="checkbox"/> Woke up on time
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	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light	<input type="checkbox"/> Enjoyed natural light
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Please note: If you consistently feel tired during the day despite spending enough time in bed at night, ask a doctor or a sleep specialist for help.

Sources

Optum Wellbeing. [The importance of sleep](#). 2023.

Optum Wellbeing. [Tips for a good night's sleep](#). 2024.

Sleep Foundation. [The 20 ultimate tips for how to sleep better](#). 8 Dec 2023.

State of Vermont, Livongo. [30-day sleep challenge](#).

