Sleep Routine Checklist

Small habits for better rest and brighter days

Quality sleep helps your mind and body recharge. A consistent sleep routine can support energy, focus, mood, and overall well-being. Use this checklist to identify a few habits that can help you wind down, rest well, and wake up ready for the day.

During the Day

☐ **Get some natural light.** Spend time outdoors or near a bright window, especially earlier in the day, to help support your body's natural sleep-wake rhythm.

☐ **Move your body.** Regular physical activity can support better sleep. Even a short walk counts!

☐ **Be mindful of caffeine.** Notice how afternoon or evening caffeine affects your ability to fall asleep and adjust your timing if needed.

☐ **Skip the long or late nap.** If you nap, keep it brief and earlier in the day so it is less likely to interfere with nighttime sleep.

Wind Down

☐ **Keep a consistent schedule.** Aim to go to bed and wake up around the same time each day—even on weekends when possible.

☐ **Create a wind-down routine.** Give yourself time before bed to transition from a busy day to rest. Try reading, stretching, journaling, or another calming activity.

☐ **Dim the lights.** Lowering the lights in the evening can help signal to your body that bedtime is approaching.

☐ **Give screens a rest.** Consider stepping away from phones, computers, and other stimulating content before bed.

☐ **Clear your mind.** Write down tomorrow's to-do list, practice a few slow breaths, or jot down anything you don't want running through your mind at bedtime.

Set Yourself Up for Sleep

☐ **Make your room sleep-friendly.** A cool, dark, and quiet environment can make it easier to rest.

☐ **Keep your bed comfortable.** Adjust pillows, blankets, and room temperature to create an environment that feels restful to you.

☐ **Let your bed be a cue for sleep.** When possible, save your bed for sleep rather than work, scrolling, or watching TV.

☐ **Don't force sleep.** If you can't fall asleep, try a quiet, relaxing activity until you begin to feel sleepy.

Start the Day

☐ **Get up around your usual time.** A consistent wake-up time can help reinforce your sleep-wake rhythm.

☐ **Seek morning light.** Open the curtains, step outside, or take a short morning walk.

☐ **Check in with yourself.** Instead of focusing only on hours slept, ask: *Do I feel rested? How is my energy, mood, and focus today?*

Pick Your Sleep Habit

You don't have to change everything at once. Choose **one or two habits** from this checklist to practice this week.

This week, I will:

_____

_____

_____

One thing that could make this easier:

_____

_____

_____

At the end of the week, I'll ask myself:
What helped me feel more rested?

Remember

Better sleep habits are built through consistency, not perfection. Small adjustments to your daily and nighttime routines can add up to more restful nights and more energized days.

For more information, tools, resources—call your Life Advisor Employee Assistance Program!



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