RESTORE YOUR REST
SLEEP EDUCATION RESOURCE TOOLKIT
ENVISIONING A HAPPIER AND HEALTHY LIFE STARTS WITH YOUR SLEEP
IN THIS TOOLKIT

02  WHY SLEEP MATTERS: HOW SLEEP INFLUENCES HEALTH AND HAPPINESS

03  WHAT IS SLEEP DEPRIVATION AND HOW COMMON IS IT?

04  WHAT MAKES INSOMNIA DIFFERENT FROM A LACK OF SLEEP?

05  HOW DO SLEEP PROBLEMS INFLUENCE HEALTH OUTCOMES?

12  HOW DOES POOR SLEEP AFFECT HEALTH BEHAVIORS?

13  WHAT DOES THIS MEAN FOR YOU?

14  REFERENCES

16  CONDUCTING A SLEEP HEALTH NEEDS ASSESSMENT

18  BENEFITS OF A LUNCH AND LEARN

19  NATIONAL SLEEP FOUNDATION SLEEP DIARY

21  FITBIT SLEEP TECHNOLOGY

22  IMPLEMENTING A BOOK CLUB

23  IMPLEMENTING YOGA NIDRA

25  STEPS TO BETTER SLEEP

26  3 WAYS GADGETS ARE KEEPING YOU AWAKE

27  FEATURED PHONE APPLICATION

28  ADDITIONAL RESOURCES

29  MARKETING FLYERS

31  RESOURCE LINKS
WHY SLEEP MATTERS

Sleep experts agree that we need at least seven hours of sleep to function at our best. [1] If an uninterrupted seven hours of shut-eye sounds like an unusual luxury to you, you’re not alone. In today’s hectic society where 24/7 communication is the norm, sleep is an increasingly scarce commodity. Many scientists agree that we’re sleeping less than we were 40 years ago.[2]

Sleep deprivation is common across the Organisation for Economic Co-operation and Development (OECD) countries, but a 2016 report suggests that workers in Japan and the US fare worse than most; in a large multinational survey, 56% of Japanese workers and 45% of American workers reported routinely getting fewer than 7 hours sleep, compared with 35% in the UK and 26% in Canada. [3]

But does it really matter? Or is getting less sleep an acceptable sacrifice for squeezing more into the day? For generations, skimping on sleep has been portrayed as a sign of mental strength. But the latest science suggests the opposite: lack of sleep has negative consequences not only for our mental focus, but for emotional and physical health. A feeling of fatigue is just the tip of the iceberg: sleep deprivation takes its toll on our brains, our biology, and our behavior.

This paper draws from the latest literature to investigate the impact of poor sleep on our health and happiness. We start by defining the two most common sleep issues: sleep deprivation and insomnia.

WHY DO WE NEGLECT SLEEP? [4]

The more sleep deprived we are, the less likely we are to notice the effects. In a famous experiment, 3 groups of volunteers slept for a maximum of 4 hours, 6 hours or 8 hours per night for 14 days.

Each day participants completed a test of alertness, called the psychomotor vigilance test (PVT). This involves pressing a button as quickly as possible in response to numbers appearing on a screen.

The shortest sleepers always performed the worst on the PVT test, making the most errors. Performance worsened progressively each day: the greater the ‘sleep debt’ that accumulated over time, the more mistakes were made.

But when participants were asked how alert they felt, self-ratings of sleepiness only increased for 3 days - after that, perceptions of sleepiness stabilized. Participants felt as though they were adapting to short sleep, but their performance revealed otherwise. It seems that we’re hard-wired to underestimate sleep loss.
WHAT IS SLEEP DEPRIVATION AND HOW COMMON IS IT?

In 2015, US sleep experts reviewed all the scientific research about how much sleep we need for good health. The expert consensus was that 7 to 9 hours sleep is necessary for optimal health and wellbeing, for most adults. [1]

In working populations, as many as 4 out of 10 adults are sleep deprived, or regularly getting fewer than 7 hours sleep, leading the CDC to label sleep deprivation a serious public health concern. [5]

Roughly half of adults living with sleep deprivation, the ‘Sleep Stealers’, could sleep for longer if only they could find the time, but they borrow from sleep time to fulfill family, work or social commitments. Sleep Stealers may not realize that skimping on sleep is holding them back, and are unlikely to seek medical help.

For many people, short sleep is not a choice. Around 2 in 10 employees suffer from insomnia: a difficulty getting to sleep, staying asleep through the night, or waking up too early. [6]

Insomnia is diagnosed when sleep problems persist for months, or more, and have a distressing impact during the day. In chronic insomnia, the effects of short-term sleep loss are reinforced over months or years.

Insomnia is the most common sleep disorder. Other medical conditions which can interfere with sleep include obstructive sleep apnea (OSA), a narrowing of the breathing passages which interferes with deep, restorative sleep. OSA affects around 3% of the US population and can be treated with a CPAP mask, which delivers air under pressure to make breathing easier. [8] Other sleep conditions include narcolepsy and restless leg syndrome which are even less common in the population.

THE SCALE OF SLEEP DEPRIVATION

- **Insomnia** 10-20%
  - Sleep problems 3+ nights per week, 3+ months
  - “I can’t sleep no matter how hard I try”

- **Sleep Stealers** 20%
  - Routinely sleep less than 7 hours
  - “I don’t have enough time for sleep”

- **Good Sleepers** 60%
  - “I don’t worry about my sleep at the moment”

- **Sleep Deprived**
  - 40%

[1] [Reference](#)
[5] [Reference](#)
[6] [Reference](#)
[8] [Reference](#)
WHAT MAKES INSOMNIA DIFFERENT FROM A LACK OF SLEEP?

It’s common to cycle in and out of episodes of shorter sleep, for example, depending on the pressures of a young family, caring, work, or even a particularly addictive series on Netflix. But if you have insomnia, when you take away external pressures, sleep is still a problem.

Insomnia is often triggered by an illness or a stressful event. Insomnia is more common in people with chronic health conditions; for example, insomnia affects 1 in 2 people with diabetes. [9] Before long, worry about not sleeping starts to keep people awake.

Many people try and cope by self-medicating with alcohol or over the counter sleep remedies, which don’t tackle the root causes of insomnia, and can be harmful. In fact, many of the methods used to compensate for poor sleep, such as boosting energy with caffeine or sugar, napping or going to bed early, can make insomnia worse.

Insomnia is a condition of hyperarousal: both the brain and body are hyperactivated.[10] This leads to both a racing mind and physical symptoms such as raised blood pressure, and increased levels of the stress hormone, cortisol. Over time this increases the risk of stress-related physical conditions and mental health disorders. Emotional disorders can further worsen insomnia symptoms, creating a vicious cycle.

Without effective treatment, insomnia is remarkably persistent, with at least 60% of sufferers still suffering from the same symptoms a year later. [11]
HOW DO SLEEP PROBLEMS INFLUENCE HEALTH OUTCOMES?

Sleep plays an essential role in regulating our emotions, behavior, and physiology. In fact, lack of sleep has been linked with seven of the fifteen leading causes of death in the United States, including heart disease, cancer, stroke, accidents, diabetes, septicaemia and hypertension. [12]

Here we go through the influences of sleep on a selection of key health outcomes.

MENTAL HEALTH

Sleep and mental health are intimately linked. Typically two-thirds of patients suffering from clinical levels of anxiety or depression also have insomnia. [13] The medical profession used to view insomnia as a symptom, or consequence, or poor mental health, but in the last 10 years, sleep problems have increasingly become recognized as a causal factor in the development of mental health disorders. [14]

In the short term, a bad night’s sleep can cause impatience, irritability, and lack of energy. Short sleepers are more likely to remember negative events, and less able to focus on the positive. [15] They also report lower levels of optimism and self-esteem. [16] Those with chronic sleep problems are more likely to report feeling stressed at work and are at higher risk of burnout. [17] Insomnia more than doubles the risk of future depression and anxiety. [18] Poor sleep is also an obstacle to treatment for depression and a risk factor for relapse. [19]

Insomnia is also an important risk factor for more severe psychiatric disorders: schizophrenia, psychosis, and even suicide attempts. [22] On a positive note, however, sleep and mental health have a two-way relationship: psychological treatment which targets sleep disorders has been found to reduce symptoms of anxiety, depression, and other mood disorders – meaning improved sleep acts as a “trojan horse” for better mental health. [23]
THE SCIENCE OF SLEEP
WHY DOES SLEEP LOSS MAKE US MORE VULNERABLE TO STRESS?

Brain imaging studies show that short sleep makes us unusually reactive to negative events. The amygdala, the part of the brain which helps control emotions, becomes hyperactive. The brain is more likely to interpret new challenges as a threat, so we’re more likely to feel defensive, anxious, and depressed. This ‘amygdala hijack’ increases our ‘fight or flight’ stress response, which results in raised blood pressure, a racing pulse, and release of the stress hormone: cortisol. [20, 21]

IMMUNE DEFENSES

Short sleepers are more susceptible to infectious diseases. Even restricting sleep for a single working week alters the body’s production of proteins which are needed to fight infection. [24] When researchers exposed healthy students to the cold virus, those who slept for fewer than 5 hours per night were four times more likely to develop a cold than those who slept for 7 hours or more. [25] Similar links have been observed for the risk of pneumonia. [26]

Can better sleep boost the power of a vaccine? [27]

The hepatitis B vaccine consists of three injections over six months. A healthy immune system reacts by producing enough antibodies to be clinically protective. 123 adults aged 40 to 60 received the hepatitis B vaccine and monitored their typical sleep patterns. Six months later, researchers found that habitually skipping out on a full night’s rest had taken a toll on the vaccine’s effectiveness; those who typically slept for less than 6 hours were significantly less likely to have a protective response to the vaccine.
WEIGHT GAIN AND OBESITY

Appetite is under the control of two main hormones: ‘greedy’ grehlin, which makes you hungry, and ‘lean’ leptin which suppresses appetite and helps you feel full. Lack of sleep alters the balance of hormones: we produce more grehlin and have stronger cravings for calorie-laden foods. [28] Eating during the night, when the body is not adapted to metabolize food, may also promote weight gain. [29] In the long term, the shorter the sleep, the greater the risk of obesity.

For example, in one study 500 teens were followed for 13 years. By the time they were 27 years old, participants who slept for less than 6 hours on average were 7.5 times more likely to have a high body mass index (BMI), even after taking into account their level of physical activity and other possible contributing factors. [30]

THE SCIENCE OF SLEEP

Why do we crave burgers when we’re short of sleep? [31]

Researchers at the University of California Berkeley probed this question by looking at how the sleep deprived brain responded to pictures of healthy green vegetables and junk food. After a night of complete sleep deprivation, activity in the frontal lobe (which is responsible for complex decision making) was impaired. Pizzas, burgers, and doughnuts sparked strong activity in the reward centers of the sleepy brain, indicating a strong desire. Fruit and vegetables did not create the same excitement. The researchers reasoned that short sleep creates strong motivation for high calorie foods and interferes with our ability to resist cravings.

TYPE 2 DIABETES

Insulin resistance is a condition in which the body doesn’t use insulin efficiently to move glucose out of the bloodstream and is a characteristic feature of Type 2 diabetes. Even in healthy people, restricting sleep to 5 hours for a week can significantly reduce insulin sensitivity. [32]

In the long term, both short sleep and poor sleep quality predict a higher diabetes risk: a study of 100,000 nurses in the US found that those reporting insomnia at baseline were 1.5 times more likely to develop diabetes over 10 years than good sleepers. [33]

There is growing interest in improving sleep to help improve self-care and metabolic control in diabetes. [34]
CARDIOVASCULAR DISEASE

Both insomnia symptoms and short sleep duration predict higher risks of developing cardiovascular disease (CVD), which includes heart attacks, angina, heart failure, and stroke.

A recent review combined all the data from 15 studies looking at the link between insomnia and CVD, resulting in a massive data set of 160,000 people. The researchers found that difficulty getting to sleep, staying asleep, and non-restorative sleep were all associated with increased risks of heart attacks, coronary heart disease, heart failure, and stroke. [35] People who reported difficulty in initiating sleep had a 27% higher risk of any cardiovascular events.

HYPERTENSION, OR HIGH BLOOD PRESSURE

Hypertension is the most important risk factor for cardiovascular disease. During normal sleep, blood pressure typically falls by about 10%.

Chronic insomnia sufferers who sleep for fewer than 6 hours per night are 3–4 times more likely to have high blood pressure than good sleepers. [38]

The combination of insomnia and short sleep is also a risk factor for developing future hypertension. [39]

THE SCIENCE OF SLEEP

Why is poor sleep bad for the heart?

The mechanisms aren’t yet well understood but inflammation is a likely culprit.

Inflammation is a key process underlying the thickening of the arteries in heart disease, which leads to a narrowing of blood vessels. Both short and long sleep (more than 9 hours) have been linked to raised inflammatory markers in the blood.

Increased inflammation has recently been detected in teenagers with insomnia who slept for fewer than 7 hours per night. [36]

Treating poor sleep with Cognitive Behavioral Therapy has been shown to reduce inflammatory markers, even 12 months later suggesting this is a promising route for reducing long-term disease risk. [37]
COGNITIVE DECLINE
Both short sleep and poor sleep quality in midlife and old age have been linked to greater risks of cognitive decline and dementia, including Alzheimer’s disease. [40]

For example, in one study of 17,000 older adults, complaints of sleep quality or taking sleeping pills were associated with a 23% higher risk of dementia or Alzheimer’s disease over 4 years. [41]

It’s not yet clear whether improving sleep quality could have a protective effect on long-term cognition, but it’s an exciting area for research.

CHRONIC PAIN
At least 1 in 10 adults experience chronic pain, and it’s estimated that almost half of them suffer from insomnia. [9] While pain is an obvious obstacle to sleeping at night, what is less well known, is that sleep deprivation significantly increases sensitivity to pain. [43]

A recent study of 1,800 adults found that both insomnia and short sleep predicted an increased risk of developing chronic musculoskeletal pain over 6 years. [44]

THE SCIENCE OF SLEEP
How might sleep protect the brain from cognitive decline? [42]

Studies in animals suggest that during natural sleep, the spaces between brain cells open up, allowing more fluid to circulate. Circulating cerebrospinal fluid helps to reduce the build-up of beta amyloid, a toxic waste product which increases the risk of dementia. Part of the protective function of sleep may therefore be to remove harmful waste products from the brain that accumulate while we’re awake.
CANCER

The jury is still out on whether insomnia, or short sleep, predicts an increased risk of cancer; different studies have had contradictory findings. Night shift work, which is associated with both poor quality sleep and short sleep, was classified as a ‘probable’ carcinogen by the World Health Organization in 2007. Studies in animals had suggested that exposure to light at night could promote cancer, especially breast cancer.

However, in 2016 a large UK study which combined data from over 1 million women found no evidence of a link between shift work and new cases of cancer. [45]
It may be that only long term exposure to night shifts carries an increased risk. For example, data from 16 studies combined found that night shift work increased the risk of breast cancer by: 1.9% for 5 years, 2.5% for 5-10 years, 7.4% for 10-20 years, and 8.8% for more than 20-years exposure.[46]
Rotating night shift work was associated with the highest risk (8.9%).

FERTILITY

Lack of sleep can interfere with the odds of successful reproduction in more ways than one; as little as two nights of 4 hours sleep can significantly reduce your attractiveness to the opposite sex! [47] In women, short sleep also makes the idea of sex less desirable and less satisfying. [48]
In men, it has been suggested that both short sleep and long sleep (>9 hours) are associated with lower fertility. [49]

THE SCIENCE OF SLEEP

Why does lack of sleep interfere with self-control? [57]

During sleep, we recharge the brain’s capability to regulate our emotions and behavior in a number of ways that could influence lifestyle choices. When we’re sleep deprived, we’re less able to focus and more likely to be distracted by emotional stimuli –‘stress eating’, for example. Emotional reactivity has been linked to both a more sensitive amygdala (which controls our perception of threat), and a reduction in the connectivity between the pre-frontal cortex and the amygdala. [58] The pre-frontal cortex is heavily involved in planning and self-regulation. When we’re short of sleep, we have less glucose fueling the pre-frontal cortex, making us more susceptible to forgetting our best intentions, and giving in to cravings. [59]
HOW DOES POOR SLEEP AFFECT HEALTH BEHAVIORS?

In most of the studies described above, the links between sleep and health were independent of lifestyle behaviors, such as smoking and exercise, meaning that poor sleep alone is sufficient to drive the negative health outcomes that were observed.

However, having less energy and willpower during the day can also interfere with our best intentions when it comes to healthy living, decreasing our ability to engage in health-promoting behaviors and increasing our susceptibility to health-degrading behaviors.

**SMOKING**
Poor sleep and smoking often co-occur; nicotine acts as a stimulant which can make it harder to switch off at night. In addition, lack of sleep also interferes with quit attempts, and increases the chance of relapse. [50]

**ALCOHOL**
Poor sleepers are more likely to drink in excess. Alcohol’s relaxing properties are well known, so many insomnia sufferers increase their alcohol intake before bed to help them get to sleep. Unfortunately, alcohol interferes with natural sleep cycles, resulting in less restorative sleep. Alcohol also acts as a diuretic, increasing the likelihood of getting up at night to use the bathroom.

In the long term, both adults and teenagers with sleep problems are more likely to start drinking heavily. Insomnia also interferes with treatment for substance misuse.

**EXCERCISE**
Sleep and exercise strongly influence each other through a number of pathways. [51] Regular exercise has been found to have beneficial effects on sleep quality, especially in older adults. [52]

Lack of sleep, on the other hand, is associated with fatigue and low motivation so perhaps unsurprisingly, insomnia is typically linked to lower levels of physical activity. Sleep deprivation also increases the odds of exercise-induced injuries and interferes with stamina.

**DIET**
As explained in the section on obesity and weight gain above, lack of sleep disrupts the hormones controlling appetite. In one study in which volunteers were restricted to two thirds of their normal sleep time for 8 days, they spontaneously ate more than 650 calories extra per day, compared with days they were not sleep-deprived - that’s equivalent to about 3 bagels!
WHAT DOES THIS MEAN FOR YOU?

As you can imagine, the variety of impacts that sleep deprivation and insomnia have on mental health, concentration, energy, and immune defenses can lead to meaningful impacts on productivity, absenteeism, and workplace errors and accidents for employers. At the same time, the contributions of insomnia to a variety of chronic health conditions can result in substantially higher healthcare costs – some studies show that healthcare costs are 75% higher on average for those with insomnia. [60]

Given the multitude and magnitude of work-relevant impacts, sleep deprivation and insomnia have become issues that employers can no longer afford to ignore.
INDIVIDUAL COMMITMENT TO A GROUP EFFORT – THAT IS WHAT MAKES A TEAM WORK, A COMPANY WORK, A SOCIETY WORK, A CIVILIZATION WORK.

VINCE LOMBARDI
CONDUCT A SLEEP HEALTH NEEDS ASSESSMENT

- Health needs assessment is the systematic approach to ensuring that the health service uses its resources to improve the health of the population in the most efficient way.
- It involves epidemiological, qualitative, and comparative methods to describe health problems of a population; identify inequalities in health and access to services, and determine priorities for the most effective use of resources. [61]

Questions to ask yourself when assessing health needs:

- What is the problem?
- What is the size and nature of the problem?
- What are the current services?
- What do employees want?
- What are the most appropriate and effective (clinical and cost) solutions?
- What are the resource implications?
**SLEEP HYGIENE INDEX (SHI)**

Below you will find a list of statements. Please rate how true each statement is for you by circling a number next to it. Use the scale to make your choice.

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Never</td>
<td>Rarely</td>
<td>sometimes</td>
<td>Frequent</td>
<td>Always</td>
</tr>
<tr>
<td>1.</td>
<td>I take daytime naps lasting two or more hours.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>I go to bed at different times from day to day.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>I get out of bed at different times from day to day.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>I exercise to the point of sweating within 1 hr of going to bed.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>I stay in bed longer than I should two or three times a week.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6.</td>
<td>I use alcohol, tobacco, or caffeine within 4 hrs of going to bed or after going to bed.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7.</td>
<td>I do something that may wake me up before bedtime (for example: play video games, use the internet, or clean).</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8.</td>
<td>I go to bed feeling stressed, angry, upset, or nervous.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9.</td>
<td>I use my bed for things other than sleeping or sex (for example: watch television, read, eat, or study).</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10.</td>
<td>I sleep on an uncomfortable bed (for example: poor mattress or pillow, too much or not enough blankets).</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11.</td>
<td>I sleep in an uncomfortable bedroom (for example: too bright, too stuffy, too hot, too cold, or too noisy).</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>12.</td>
<td>I do important work before bedtime (for example: pay bills, schedule, or study).</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13.</td>
<td>I think, plan, or worry when I am in bed.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Total score =
• The sessions make excellent use of time, which is already limited throughout the day.
• The brief informal setting allows a better channel for understanding and getting the direct point across.
• Group training reinforces the overall company culture.
• Creates critical awareness of the issue at hand.
• Effectively introduces any new organizational initiatives.
• Boosts employee morale.
• Educational resources provided to the employees can greatly impact the effectiveness of the program as it provides different ways to learn for different styles of learning.

LUNCH AND LEARN IDEAS
• Bring in a sleep expert to speak to your employees
• Display sleep educational videos and debrief
• Educate them on using a sleep diary, *this will need accountability
• Educate them on Fitbit’s sleep tracking technology (giveaway raffle incentive?)
• Having a sign-up sheet to join a book club (allow them to vote on a book?)
# Sleep Diary: Morning

<table>
<thead>
<tr>
<th>Complete in Morning</th>
</tr>
</thead>
</table>

**Start date:** ___/___/___

**Day of week:**

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
</tr>
</thead>
</table>

**I went to bed last night at:**

<table>
<thead>
<tr>
<th>PM</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
</tr>
</thead>
</table>

**I got out of bed this morning at:**

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
</table>

**Last night I fell asleep:**

- Easily [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- After some time [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- With difficulty [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**I woke up during the night:**

- # of times [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- # of minutes [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Last night I slept a total of:**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
</tr>
</thead>
</table>

**My sleep was disturbed by:**

List mental or physical factors including noise, lights, pets, allergies, temperature, discomfort, stress, etc.

When I woke up for the day, I felt:

- Refreshed [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- Somewhat refreshed [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- Fatigued [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Notes:**

Record any other factors that may affect your sleep (i.e. hours of work shift, or monthly cycle for women).
### Complete at the End of Day

<table>
<thead>
<tr>
<th>Day of week</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
</tr>
</thead>
</table>

**I consumed caffeinated drinks in the:** (M)orning, (A)fternoon, (E)vening, (N/A)

<table>
<thead>
<tr>
<th>M/A/E/NA</th>
<th>How many</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I exercised at least 20 minutes in the:** (M)orning, (A)fternoon, (E)vening, (N/A)

**Medications I took today:**

**Took a nap?** (circle one)

<table>
<thead>
<tr>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**If Yes, for how long?**

**During the day, how likely was I to doze off while performing daily activities:**

No chance, Slight chance, Moderate chance, High chance

**Throughout the day, my mood was...** Very pleasant, Pleasant, Unpleasant, Very unpleasant

**Approximately 2-3 hours before going to bed, I consumed:**

- Alcohol
- A heavy meal
- Caffeine
- Not applicable

**In the hour before going to sleep, my bedtime routine included:**

List activities including reading a book, using electronics, taking a bath, doing relaxation exercises, etc.
DID YOU KNOW FITBIT CAN TRACK YOUR SLEEP?

If using a pen and paper daily to monitor your sleep doesn’t sound like your thing, you could invest in a Fitbit. With one of the world’s largest sleep databases, Fitbit can help you learn more about your sleep stats and how your trends compare to those of the same age and gender. Plus, see relevant tips for improving your sleep quality and your nightly routine. [63]

- **Auto Sleep Tracking & Alarms**
  - Record the duration of your sleep & set a silent alarm

- **Sleep Stages**
  - Track light, deep & REM sleep to understand your sleep quality

- **Sleep Schedule**
  - Work toward a consistent routine & get reminders to stay on track

- **Sleep Insights**
  - Get the information you need to get your best rest

Catch your zzzs & wake with calm.

- **Auto Sleep Tracking**
  - Knowing how much you sleep can help you make better choices. Wear a Fitbit tracker at night to automatically record your sleep, then review sleep duration and more in the Fitbit app.

- **Silent Alarm**
  - Want to make your mornings more peaceful? Set a silent alarm in the Fitbit app and your tracker will wake you up with a quiet vibration

See how well you sleep.

- **Sleep Stages**
  - Each night, the body cycles through different sleep stages: light sleep, deep sleep and REM. Using the power of PurePulse® heart rate and sensitive motion detectors, Fitbit trackers can measure your time spent in each sleep stage, as well as your time awake.

  This makes it easy for you to understand your sleep quality and learn whether you spent enough time in each sleep stage.

• **SHOP SLEEP TRACKING PRODUCTS**

• **FAQ**
IMPLEMENT A BOOK CLUB

THE SLEEP REVOLUTION
TRANSFORMING YOUR LIFE, ONE NIGHT AT A TIME
ARIANNA HUFFINGTON
$11*

SLEEP SMARTER
21 ESSENTIAL STRATEGIES TO SLEEP YOUR WAY TO A BETTER BODY, BETTER HEALTH, AND BIGGER SUCCESS
SHAWN STEVENSON
$20*

THE VITAL NEW YORK TIMES BESTSELLER
WHY WE SLEEP
UNLOCKING THE POWER OF SLEEP AND DREAMS
MATTHEW WALKER, PHD
$15*

* pricing at Barnes and Nobel

Book clubs at work are a serious employee development opportunity. A book club provides benefits for the employee—and for the employer when it is implemented with care.

In a book club, your employees learn new concepts and new ways of doing activities that they can apply in their workplace. Developing a consistent set of book club discussion questions enables employees to apply the concepts on the job. [64]
What is yoga nidra?

Nidra, meaning sleep, is a deep relaxation form of yoga, and a technique to awaken the connection between body, mind, and soul. The practice is like a deep sleep while you are still awake.

This ancient practice is becoming more popular as a form of meditation and mind-body therapy, and has multiple physical benefits.

VISIT: https://yogainternational.com/article/view/what-is-yoga-nidra

Audio you can share!

VISIT: https://www.doyogawithme.com/content/yoga-nidra-sleep
3 BENEFITS OF YOGA NIDRA

1. Reduce Your Stress
Suffering from hypertension, hypothyroidism, or poor sleep? Deep relaxation exercises are known to reduce blood pressure, reduce stress, and improve sleep. They can also stimulate thyroid function, reduce the symptoms of chronic fatigue syndrome and adrenal insufficiency (although there is a lack of scientific evidence to back this up) and aid in the recovery of muscle fatigue and repair.

2. Bring Joy Into Your Life
The practice of yoga nidra has some pretty powerful psychological benefits as well. It can assist in healing psychological wounds and assists those dealing with depression and dependency. It brings a profound sense of joy and well-being to the practitioner.

3. Connect with Yourself
Taking this one step further, yoga nidra is also a way to connect with your deeper, spiritual self. It restores the body, senses, and mind to their natural function and awakens a subconscious awareness that allows you to feel no separation. Oneness, wholeness, tranquility, and well-being are experienced on a Universal level.

How is All This Achieved by Just Lying There?
Although you are lying down during the practice, by no means are you doing nothing. A teacher will guide you through the practice, using techniques such as hypnotherapy, autosuggestion, and conscious relaxation to take you deep into the nidra.

After going into the deepest point of conscious relaxation, you are brought out of it and back into the present state. At this point you reconnect with yourself and the world around you, using your experience to guide your interactions as you live in the moment, moment to moment.
Consider the following steps that can be helpful in changing unhealthy habits and improving your sleep.

- Create a relaxing sleep environment. Keep your bedroom dark, cool and as quiet as possible and keep electronics such as a computer, TV and phones out of the bedroom. Exposure to stimulating objects and lights from computer and TV screens can affect levels of melatonin, a hormone that regulates your body's internal clock.
- Don't discuss or deal with stressful or anxiety-inducing situations right before bedtime. Just as exercise can increase energy levels and body temperature, discussing difficult topics will increase tension and may provoke a racing heartbeat. Protect the quality of your sleep by dealing with any stressful topics long before bedtime.
- Set a sleep schedule. Maintain a regular sleep routine. Go to bed and get up at the same times each day, even on the weekends. Don't go to bed too early. If you hit the sack before you're sleepy, you may lie in bed awake and start to feel anxious. That will only make it more difficult to drift off.
- Limit naps. Late afternoon naps can interfere with nighttime slumber.
- Maintain a regular exercise routine. Research shows that exercise increases total sleep time, particularly the slow-wave sleep that's important for body repair and maintenance. However, don't exercise too late in the day. Working out close to bedtime can boost energy levels and body temperature, making it harder to fall asleep.
- Avoid late night meals and alcohol consumption. Skip heavy meals before bed, and limit alcohol. Even if a cocktail seems to help you fall asleep, it can interfere with sleep quality and disrupt sleep later in the night.
- Curb nicotine and caffeine use. These stimulants can make it harder to fall asleep and stay asleep, especially if consumed late in the day.
- Schedule down time before bed. Setting aside time to unwind and quiet your mind will help you get into a sleepy state of mind. Meditating, breathing exercises, taking a bath and listening to relaxing music are great ways to calm down at night.
- Don't check the clock. Tallying how much sleep you're losing can create anxiety and make it harder to fall asleep.
- Take notes. If you can't stop the stream of thoughts, get up and write them down. Tell yourself you can check the list in the morning, so there's no need to keep worrying tonight.
Our cell phones, tablets, computers and other electronic gadgets have become such a huge part of our daily lives that it’s often hard to put them down—even at bedtime. Keeping your phone on your nightstand may not seem like a big deal, but technology affects your sleep in more ways than you realize. Whether you’re surfing the web, playing a video game, or using your phone as an alarm clock in the late evening, you’re probably keeping yourself from a restful night. Learn the facts about digital devices, below, so you can nip your tech habits in the bud.

They Suppress Melatonin.
The blue light emitted by screens on cell phones, computers, tablets, and televisions restrain the production of melatonin, the hormone that controls your sleep/wake cycle or circadian rhythm. Reducing melatonin makes it harder to fall and stay asleep. Most Americans admit to using electronics a few nights a week within an hour before bedtime. But to make sure technology isn’t harming your slumber, give yourself at least 30 minutes of gadget-free transition time before hitting the hay. Even better: Make your bedroom a technology-free zone—keep your electronics outside the room (that includes a TV!).

They Keep Your Brain Alert.
It may seem harmless to knock out a few emails before bed or unwind with a favorite movie, but by keeping your mind engaged, technology can trick your brain into thinking that it needs to stay awake. And if you’re surfing the web, seeing something exciting on Facebook, or reading a negative email, those experiences can make it hard to relax and settle into slumber. After spending an entire day surrounded by technology, your mind needs time to unwind.

They Wake You Up.
Just because you’re not using your cell phone before bed doesn’t mean that it can’t harm your sleep: Keeping a mobile device within reach can still disturb slumber, thanks to the chimes of late night texts, emails, calls, or calendar reminders. About 72 percent of children ages six to 17 sleep with at least one electronic device in their bedroom, which leads to getting less sleep on school nights compared with other kids, according to their parents. The difference adds up to almost an hour per night, and the quality of snoozing is negatively affected too. To get a better night’s slumber, parents can limit their kids’ technology use in the bedroom, and mom and dad can lead the way by doing the same.
**Relax Melodies**  [68]

**Android:** Free

**iPhone:** Free

Relax Melodies is designed to help you, along with their community of 35 million other users, say goodbye to insomnia and get a full night of sleep. If you are having trouble relaxing into a restful sleep, then this is the app for you.

Select some relaxing sounds, add a dash of nature, combine with a melody, and hey presto: your sleep-inducing melody is complete. A choice of mindfulness meditations can be laid over the top of the mix to lure you soundly to sleep.

In addition to creating your own mixes, melodies shared by the Relax Melodies community can be accessed to discover new sound combinations. Integrating your favorite songs from your music library into the sound layers amplifies the soothing experience even further.
RESTORE YOUR REST

ADDITIONAL RESOURCES

CLICK ON THE ICONS TO ACCESS THE MATERIAL

YOUTUBE

Employee Wellness VIDEOS

Yoga Nidra VIDEOS

Guided Meditations VIDEOS

GREAT FOR AUDIO/VISUAL LEARNERS!

PINTEREST

Employee Wellness Infographics

Creative and Catchy Wellness Initiative Ideas

GREAT FOR AUDIO/VISUAL LEARNERS!

NATIONAL SLEEP FOUNDATION

• Inside Your Bedroom
• Your Unique Lifestyle
• Science of Sleep

AMERICAN SLEEP ASSOCIATION

• Sleep Disorder Statistics
• Stages of Sleep
• Dreams

OTHER USEFUL WEBSITES

• UCLA Sleep Disorders Center
• CDC Resources
• Reduce Blue Light
• Harvard Sleep Education Program
DID YOU HIT SNOOZE TODAY?

RESTORE YOUR REST
Are yawns actually contagious or are we all just tired?

Restore your rest.