

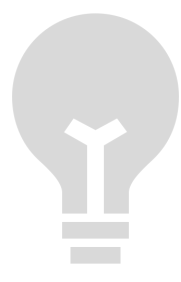


SCENARIO

I want to wake up energized, but a lot of times I feel the opposite. How can I change this?



Good sleep is essential for productivity because it helps to improve mental and physical function, reduce stress, improve mood, and increase focus and concentration. **Aim for at least 7-9 hours every night.**



Everything you do the next day is more difficult with less sleep: Harder to concentrate, remember things, make decisions, stay alert and focused, constantly feeling fatigued, poor mood, less creative

1 Establish a sleep routine

Go to bed and wake up at the same time every day, even on weekends. This helps regulate your body's sleep-wake cycle.

2 Create a sleep-conducive environment

Make your sleeping environment dark, quiet, cool, and comfortable. Use curtains or an eye mask to block out light, and consider using earplugs if there is noise in the environment.

3 Limit exposure to screens

The blue light emitted by screens can interfere with the production of the sleep hormone melatonin. Try to limit screen time before bed and consider using blue light blocking glasses or software.

4 Avoid caffeine, nicotine, and alcohol

These substances can interfere with sleep quality. Try to avoid consuming them, especially in the hours leading up to bedtime.

5 Exercise regularly

Regular exercise can improve sleep quality, but avoid vigorous exercise close to bedtime as it can have the opposite effect.

6 Relax before bed

Engage in a relaxing activity such as reading, listening to music, or taking a warm bath before bed to help calm the mind and prepare for sleep.

7 Avoid napping

Napping can interfere with nighttime sleep, especially if it is done late in the day.

Prepare ahead of time:

1. Make sure your sleep environment is cool, quiet, and comfortable, and consider installing blackout curtains if you are easily awakened by light.
2. Use a white noise machine if your sleep environment can get noisy enough to wake you up.
3. Use a diffuser with aromatherapy oils such as lavender, ylang ylang or chamomile to prepare your room with smells that enhance sleep and rest.
4. Setup your alarms and do-not-disturb mode on your phone ahead of time to ensure you don't need to fiddle with it before bed.

1 hour before bed:

1. Stop all work-related tasks or stressful activities.
2. Set a consistent sleep schedule and stick to it. If want to get to bed by 10pm, you need to start your routine at 9pm.
3. Avoid caffeine, alcohol, and eating anything heavy.
4. Power down / silent all electronics including your laptop, phone, smart watch etc. to reduce exposure to blue light. Consider moving them far enough away from you that you won't get the urge to pick it up to check.
5. Take a warm bath or shower to relax your muscles and body.
6. Make yourself a cup of herbal tea or warm milk.
7. Practice a simple deep breathing exercise to calm your mind and body.
 - a. Close your eyes and take a deep breath in through your nose for a count of 4.
 - b. Hold the breath for a count of 4.
 - c. Slowly exhale through your mouth for a count of 6.
 - d. Repeat the cycle for a few minutes or as long as you like.

15 mins before bedtime:

1. Read a book in bed (don't use your devices!)
2. Use a gratitude journal or practice positive self-talk to focus on the positive aspects of your day.
3. If you sleep with a partner or spouse, use this time before bed to connect and chat with them about both of your days with a focus on the positive. Go in with the mindset of letting go the worries of the day in order to feel invigorated for the new day tomorrow.