# Sleep/Wake Checklist

<table>
<thead>
<tr>
<th>PM</th>
<th>Notes</th>
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<tbody>
<tr>
<td>○ Go to bed at the same time each night</td>
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<tr>
<td>○ Budget 30 minutes for wind-down time</td>
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<td>○ Allot time for personal hygiene (e.g., brushing teeth, skincare)</td>
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<td>○ Dim the lights</td>
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<td>○ Unplug from electronics 30–60 minutes before sleep</td>
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<td>○ Use a relaxation technique (e.g., meditation, paced breathing, mindfulness)</td>
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<td>○ Avoid liquids or heavy foods before bed</td>
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<table>
<thead>
<tr>
<th>AM</th>
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<tbody>
<tr>
<td>○ Wake up at the same time each morning</td>
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<tr>
<td>○ Allow 2 hours to be fully awake</td>
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<tr>
<td>○ Allot time for personal hygiene (e.g., brushing teeth, skincare)</td>
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<tr>
<td>○ Get daylight exposure</td>
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<td>○ Be physically active (e.g., try for 30 minutes/day)</td>
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<td>○ Avoid caffeine after 2:00 pm</td>
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<td>○ Try not to nap; if needed, limit to 30 minutes in the early afternoon</td>
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