

FREE WELLBEING GUIDE · SLEEP

Better Sleep in 7 Days *Without Pills*



Simple, practical changes to help you fall asleep more easily and wake up more refreshed: your bedroom, your daytime habits, a calming wind-down routine, and a 7-day plan.

7–9

hours most adults need

20

sleep habits that help

7

day plan with sleep diary

Why sleep matters

Good sleep helps your mood, focus, energy, and overall health. Most adults need about 7–9 hours a night, but many regularly get less. The good news is that small, consistent changes often help a lot.

Signs you need better sleep	What it can look like
Hard to fall asleep	Lying awake for more than 30 minutes most nights
Waking in the night	Waking often, or very early, and struggling to get back to sleep
Tired in the day	Needing caffeine to function, or dozing off in the afternoon
Mood and focus	Feeling irritable, forgetful, or finding it hard to concentrate

Your body clock in brief

1. **Light** tells your body it's daytime; darkness signals it's time to wind down
2. **Regular times** for sleeping and waking help keep your body clock steady
3. **Sleep pressure** builds through the day, which is why long late naps can make nights harder
4. **Stimulants** like caffeine and nicotine can delay sleep for hours

My sleep right now

Usual bedtime, wake time, and how rested I feel (1–10).

Age group	Recommended sleep per day
Children 6–12	9–12 hours
Teens 13–18	8–10 hours
Adults 18–64	7–9 hours
Adults 65+	7–8 hours

Set up your bedroom for sleep

Your bedroom should be cool, dark, quiet, and comfortable, and used mainly for sleep, so your brain links it with rest.

1. Keep it cool

TEMPERATURE

A slightly cool room, around 16–19°C (60–67°F), suits most people.

2. Make it dark

LIGHT

Use blackout curtains or an eye mask, and cover bright standby lights.

3. Keep it quiet

NOISE

Try earplugs or a fan for steady background sound.

4. Phones out

SCREENS

Charge your phone outside the bedroom, and use a simple alarm clock.

5. Comfortable bed

COMFORT

A supportive mattress and pillow, and breathable bedding.

6. Bed is for sleep

ASSOCIATION

Avoid working, scrolling, or watching TV in bed.

7. Tidy space

CALM

A clutter-free room feels more restful.

8. Hide the clock

WORRY

Turn the clock away so you don't keep checking the time.

Start with one: if you change just one thing in your bedroom this week, make it darker. Light is one of the strongest signals to your body clock.

Daytime habits for better nights

Good sleep starts in the morning. What you do during the day strongly affects how easily you sleep at night.

#	Habit	How to do it
9	Same wake time	Get up at the same time every day, even on weekends, within about an hour
10	Morning light	Get outside or sit by a bright window within an hour of waking
11	Move daily	Regular activity helps sleep; finish hard workouts a few hours before bed
12	Caffeine cut-off	Avoid coffee, tea, cola, and energy drinks after early afternoon
13	Short naps only	If you nap, keep it under 30 minutes and before mid-afternoon
14	Lighter evening meals	Finish big meals 2–3 hours before bed
15	Go easy on alcohol	It may make you drowsy, but it often disturbs sleep later in the night
16	Manage worries early	Write down tomorrow's tasks in the early evening so they're off your mind

Shift workers and new parents

If your schedule makes regular sleep hard, focus on what you can control: blackout curtains and earplugs for daytime sleep, a short wind-down routine before any sleep, and protecting at least one longer sleep period whenever possible.

A sleep-friendly morning

- ☐ Get up at your set time
- ☐ Open the curtains or step outside
- ☐ Drink a glass of water
- ☐ Eat breakfast within a couple of hours

Common caffeine sources

- ☐ Coffee and espresso drinks
- ☐ Black and green tea
- ☐ Cola and energy drinks
- ☐ Chocolate, in smaller amounts

Wind down & what to do if you can't sleep

A calming routine in the last 30–60 minutes before bed tells your body it's time to sleep. Keep it simple and do it in the same order each night.

A 30-minute wind-down routine

1. **Lights down:** dim the lights and switch screens off or to night mode
2. **Get ready for bed:** brush teeth, wash, and change, the same way each night
3. **Something calm:** read a paper book, listen to quiet music, or stretch gently
4. **Breathe:** a few minutes of slow breathing, with longer out-breaths
5. **Into bed** when you feel sleepy, not just tired

17. The 20-minute rule

- ☐ If you can't sleep after about 20 minutes, get up
- ☐ Do something quiet in dim light
- ☐ Return to bed when you feel sleepy

18. Park your thoughts

- ☐ Keep a notepad by the bed
- ☐ Write down any worry or task
- ☐ Tell yourself you'll deal with it tomorrow

19. Relax your body

- ☐ Tense and relax muscles from toes to face
- ☐ Try slow, longer out-breaths
- ☐ Imagine a calm, familiar place in detail

20. Don't chase sleep

- ☐ Trying hard to sleep can keep you awake
- ☐ Rest calmly; it still helps
- ☐ Keep your wake time the next morning

Remember: one bad night is normal and doesn't undo your progress. Keep your wake time steady the next morning, and your body clock will catch up.

YOUR PLAN

7-day plan & sleep diary

Add one change each day, and fill in the diary each morning. Patterns become clear within a week.

Day	Add this change	Bedtime	Wake time	Rested (1-10)
1	Pick a fixed wake time and stick to it			
2	Get morning daylight within an hour of waking			
3	Set your caffeine cut-off for early afternoon			
4	Make your bedroom cooler, darker, and quieter			
5	Start the 30-minute wind-down routine			
6	Charge your phone outside the bedroom			
7	Review your diary, and keep what worked			

See a doctor if you...

- ❗ Snore loudly, gasp, or stop breathing in your sleep
- ❗ Have trouble sleeping most nights for 3+ months
- ❗ Feel very sleepy during the day, even after enough sleep
- ❗ Have restless, uncomfortable legs at night
- ❗ Rely on sleeping pills or alcohol to sleep
- ❗ Feel low, anxious, or unlike yourself

KEEP GOING

Good sleep is a habit

Sleep rarely changes overnight, but most people notice a difference within one to two weeks of consistent habits. Keep your wake time steady, protect your wind-down routine, and be patient with yourself.

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Everyday Stress Relief

Quick calming techniques and daily habits for a calmer mind.

Gentle Stretching

A 10-minute evening routine to help you unwind before bed.

30-Day Home Workout

Regular activity is one of the best things for better sleep.

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Tip: if one change makes the biggest difference for you, make it non-negotiable. For many people, it's the fixed wake time.

Sleep well,

Uday Chandra

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