YOUR FREE PRINTABLE KIT

Your Free Sleep Kit

Practical habits, a gentle bedtime story and reusable pages to help you build your own wind-down.

Inside this kit

Sleep reset guide and assessment

Sleep hygiene checklist and bedtime planner

Night routine and sleep tracker

Calming sleep story and 15 everyday habits

General sleep hygiene and relaxation information only. Not a treatment for insomnia or a guarantee of better sleep.

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Start here

Inside your kit

Pick the tool you need today. You do not have to work through everything at once.

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Print only the pages you need, at actual size (100%). Worksheets are designed for handwriting. All activities are optional.

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7 ways to reset your sleep routine

Choose two or three habits that feel realistic. Notice what supports you without making sleep another task to get right. See the final page for general sleep-hygiene references.[1,2]

Before you start

These pages are for adults and are optional. Do not drive or operate machinery when sleepy. If sleep problems affect daily life, or you snore loudly, gasp or have breathing pauses during sleep, speak with your GP. Do not wait for a tracker to be complete before seeking help.

What you will explore

1. Keep a consistent wake time
2. Get morning daylight
3. Cut caffeine early
4. Wind down on purpose
5. Make the bedroom comfortable
6. Move at a time that suits you
7. Put thoughts on paper before bed

Two or three habits I want to start with

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Understanding Your Sleep Struggles

Many sleep problems start with trouble falling asleep, frequent awakenings during the night, waking too early, or getting enough hours in bed but still feeling unrefreshed. These symptoms can come and go, but when they happen often, they wear down your energy, focus, patience, and sense of wellbeing.

Chronic sleep deprivation makes it harder to regulate mood, increasing stress, anxiety, and irritability. It weakens immune function, interferes with metabolism and appetite regulation, and impairs decision-making, memory, and reaction time.

Over time, sleep loss creates a cycle where stress makes sleep worse, and poor sleep makes stress harder to manage. Recognising your pattern is the first step towards choosing the right strategies and making progress that lasts.

How to Use This Guide

Track your progress for at least 2 weeks before deciding whether a strategy is helping, since sleep changes often take time to show up clearly.

Use the interactive sections to personalise your plan so you can focus on the habits that fit your routine and feel realistic to maintain. Be patient with the process, because circadian rhythm changes usually happen gradually rather than overnight. Combine multiple strategies for the best results, since sleep often improves more when several supportive habits work together. Consult a healthcare provider if sleep problems continue beyond 4 weeks or if they are interfering with your daily functioning.

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Your sleep assessment

Rate each challenge from 1 (not a problem) to 5 (a major problem). This is a reflection tool, not a diagnostic test.

Sleep challenge	My rating (1-5)
Falling asleep takes more than 30 minutes	
Waking up multiple times during the night	
Waking too early and can't fall back asleep	
Feeling unrefreshed despite 7-8 hours in bed	
Daytime fatigue or drowsiness	
Racing thoughts at bedtime	
Irregular sleep schedule	

The challenge I most want support with

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1. Keep a Consistent Wake Time[1,4]

Your circadian rhythm works best with regularity, and a steady wake time helps anchor your body clock. Rising at the same time each day gives your brain and hormones a clear signal for when to be alert and when to sleep, often improving sleep more than forcing an earlier bedtime. Keeping weekends close to your weekday wake time matters because big shifts can create social jet lag and delay sleep pressure. Give yourself time to notice patterns; results and timing vary.

Common mistakes: Sleeping in on weekends, using alarms inconsistently, or changing your wake time by large amounts can all weaken your sleep rhythm and make Monday feel like a reset every week.

Action step: Set one wake time you can maintain every day this week, including weekends. My wake time will be: _____

2. Get Morning Light Exposure[1,4]

Morning light helps reset your internal clock and reinforce your sleep-wake cycle. Getting light soon after waking boosts daytime alertness and helps your body release melatonin at night. Special light-sensitive cells in your eyes detect brightness and send timing signals to your brain, and outdoor morning light is typically far stronger than indoor lighting. Cloudy days still work, and the ideal window is within the first 2 hours after waking.

Light alternatives: If getting daylight is difficult, ask a clinician for individual advice before using a light-therapy device. Follow its directions.

Action step: Go outside or sit near bright window light within the first hour after waking. I will get morning light for: _____

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3. Cut Caffeine Early[3]

Caffeine can stay active for hours and delay sleep onset, even if you do not feel especially alert. Because it has a long half-life, late-day caffeine can affect both falling asleep and sleep depth, while its action on adenosine receptors delays the build-up of sleepiness. Some people metabolise caffeine slowly, and hidden sources such as chocolate, green tea, energy drinks, and some pain medications can also add up without you noticing.

Withdrawal tips: Reduce caffeine gradually over 1 to 2 weeks to lower the chance of headaches and irritability. Stay hydrated, expect some temporary afternoon fatigue, and consider switching to decaf or lower-caffeine alternatives while your body adjusts.

Action step: Choose a caffeine cutoff time at least 8 hours before bedtime and stick to it tonight. My caffeine cutoff time will be: _____

4. Wind Down on Purpose

A consistent wind-down routine gives your body and brain time to shift from daytime activity to rest. Quiet habits such as reading, stretching, or dimming lights can lower mental arousal and create a buffer between stimulation and sleep. In the hour or two before bed, your body needs to move from an alert state into a rest-and-repair state; blue light and mentally activating tasks can suppress melatonin and slow the drop in core body temperature that supports sleep onset.

Wind-down ideas: Gentle stretching or yoga, progressive muscle relaxation, reading fiction that is not work-related, journalling, listening to calm music or nature sounds, or taking a warm bath about 90 minutes before bed so your body can cool afterwardss.

Action step: Build a 30- to 60-minute pre-sleep routine and repeat it tonight. My wind-down activity will be: _____

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5. Optimise Your Bedroom Environment

Sleep improves when your environment supports it. A cool, dark, and quiet room reduces the cues that keep your body alert and makes it easier to stay asleep. A comfortable bedroom temperature varies from person to person, and darkness signals your brain to release melatonin while noise can fragment sleep and reduce how restorative it feels.

Environment checklist: Blackout curtains or an eye mask, a white noise machine or earplugs, a comfortable mattress and pillows, removing electronics, and using the room for sleep only rather than work.

Action step: Adjust one part of your sleep environment tonight to make your room cooler, darker, or quieter. One thing I will improve tonight is: _____

6. Move, But Not Too Late

Regular movement supports better sleep by reducing stress and improving overall health, but vigorous exercise too close to bedtime can leave your body temperature and alertness elevated. Exercise can also lower cortisol and anxiety while increasing sleep pressure through the build-up of adenosine, so morning or afternoon movement is usually the most sleep-friendly option. Adjust exercise timing if it leaves you too alert or warm before bed.

Best timing: Choose a time that fits your life and notice how exercise affects you. If a late, vigorous workout leaves you too alert, move it earlier. Gentle movement may fit your wind-down if comfortable.

Action step: Plan your workout or walk earlier in the day whenever possible. My best movement time is: _____

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7. Clear Your Mind Before Bed[1,4]

A brief brain dump can reduce mental clutter by moving worries, reminders, and unfinished tasks onto paper. This cognitive offloading lowers bedtime rumination and makes it easier to settle into sleep, especially if your mind tends to race once the lights go out. When your brain stays busy with planning, problem-solving, or replaying the day, it remains in an alert state that works against sleep and can create "sleep effort," where trying hard to fall asleep makes insomnia worse.

Brain dump method: Spend 10 minutes writing everything on your mind, then sort each item into "action needed" or "just worries." Schedule a specific time tomorrow to handle the action items, and if chronic anxiety shows up often, set a "worry time" earlier in the day so those thoughts are less likely to intrude at bedtime.

Action step: Write down whatever is on your mind and choose one next step for each item if needed. Tonight I will write down: _____

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Your sleep reset plan

One thing I will start

One thing I will stop

How I would like tomorrow to feel

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14-day sleep tracker

Notice patterns rather than chasing a perfect score. Skip tracking if it makes you more worried.

Day	Bedtime	Wake time	Hours slept	Quality (1-5)	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

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When sleep feels difficult

What I notice	A practical next step
I am awake and frustrated	Move to a quiet, dim place and do something calm until sleepy. Avoid watching the clock.
I wake in the night	Try comfortable, unforced breathing or a grounding prompt. Return to bed when sleepy.
I worry about not sleeping	Try not to force sleep. Rest is still worthwhile. Ask your GP about suitable support, including CBT-I.
My sleep timing has shifted	Seek individual advice if the pattern persists; a steady wake time and daytime light may be useful starting points.
I wake often or feel unrefreshed	Discuss symptoms, medicines, snoring or breathing pauses with your GP. Do not self-treat with supplements.

When to seek professional help

Seek help for persistent sleep problems, major daytime sleepiness, loud snoring, gasping, breathing pauses, unusual movements, or pain and other conditions that affect sleep. Your GP can help assess causes and discuss treatment. You do not need to wait several weeks if symptoms are severe or safety is affected.

Further support

A GP or sleep specialist can advise on sleep disorders and cognitive behavioural therapy for insomnia (CBT-I). Apps and trackers are optional tools, not diagnostic devices.

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Sleep hygiene checklist

Tick what sounds familiar and choose one manageable change. These signs are not a diagnosis.

☐ **Waking up tired**
Keep a regular wake time and seek advice if unrefreshing sleep persists.

☐ **Relying on caffeine**
Notice your intake and avoid caffeine close to bedtime.

☐ **Tossing and turning**
Check warmth, bedding and comfort.

☐ **Inconsistent timing**
Choose a realistic wake time and go to bed when sleepy.

☐ **Scrolling in bed**
Prepare a screen-free wind-down or move your charging spot.

☐ **Racing thoughts**
Try a short brain dump before bed.

☐ **Feeling wired but tired**
Choose a small, comfortable wind-down activity rather than forcing sleep.

One change for this week

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Bedtime routine planner

Build a routine that fits your life. Choose only the activities you find comfortable.

☐ Dim the lights safely.

☐ Put screens aside.

☐ Try comfortable slow breathing or gentle stretching.

☐ Have a caffeine-free drink if it suits me.

☐ Read or journal for a few minutes.

My wind-down starts at

My intended bedtime

My wake time

My three favourite wind-down activities

Tonight’s focus

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Night routine & sleep tracker

Use this checklist as a reminder, not a requirement.

Evening wind-down

☐ Dim lights and put screens aside.

☐ Put the phone in my chosen spot.

☐ Prepare tomorrow’s clothes.

Personal care

☐ Brush teeth and wash my face.

☐ Change into comfortable sleepwear and prepare water.

Relaxation

☐ Choose a suitable warm drink if I want one.

☐ Breathe normally or stretch gently.

☐ Read or journal.

Final steps

☐ Set my alarm and go to bed when sleepy.

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My sleep tracker

What to record	My notes
Date	
Bedtime	
Wake time	
Sleep quality (1 poor, 5 excellent)	
Woke during the night?	Yes / No
Felt rested in the morning?	Yes / No

What seemed helpful

One small change for tomorrow

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A calming sleep story

A gentle bedtime journey. Read slowly or have someone read it to you. You do not have to fall asleep for this to be a worthwhile pause.

Before we begin

Rest your gaze or close your eyes if comfortable. Keep breathing easy; skip all counting and breath holds if you prefer. Stop if you feel dizzy or uncomfortable.

The story moves from a quiet beach to waves, a warm light and your own restful place.

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How to use this each night

Close your eyes, or rest your gaze on the page.

Breathing rhythm

Breathe in through your nose for 4 , hold for 2 , and breathe out through your mouth for 6 .

Repeat 3 times , letting each breath out make you feel a little heavier and more relaxed.

In; 2... 3... 4... Hold; 2... Out; 2... 3... 4... 5... 6...

Getting Ready

Get comfortable and dim the lights.

Read slowly and pause for the breathing cues.

Now, let’s begin.

The path to the quiet beach

Imagine a soft sandy path beneath you, with warm air around you like a light blanket.

Ahead, the path curves towards the quiet waves, slow and steady.

Each step feels soft and supported.

As you walk, notice your breathing:

In... 2... 3... 4...

Out... 2... 3... 4... 5... 6...

With each step, you leave the busy day behind and move closer to rest.

The Hidden Cove

The path opens to a small, quiet beach where the sand curves around the water like a gentle hug.

The sky is deep blue with a touch of purple, and a few stars begin to appear.

The water is calm and smooth, reflecting the sky above.

You find a comfortable spot on the sand and settle in.

Take another slow breath:

In... 2... 3... 4...

Out... 2... 3... 4... 5... 6...

As you breathe out, imagine tightness melting softly into the sand.

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Listening to the Waves

Let your attention rest on the sound of the waves.

They roll in slowly, pause at the shore, and roll back out, carrying tension away.

In... with the wave...

Out... with the wave...

You do not need to do anything here.

No tasks, no messages, no plans; just the waves and your breath.

If a thought comes, place it on a small leaf and let it float away.

Your mind can rest now.

Your body can rest now.

A Warm Light Inside You

As you lie here, imagine a soft, warm light glowing in the centre of your chest, gentle as sunrise.

With each breath, it grows brighter and warmer.

In... the light fills your chest...

Out... the warmth flows through your arms and legs...

In... the light rises through your neck and face...

Out... your jaw, eyes, and forehead soften.

This light is your own sense of safety and calm.

You are safe here. You are held here.

Drifting Into Sleep

The waves feel slower now, and the stars above seem close and steady.

Your body feels heavy in a good way, sinking into rest.

Your breathing is slow and easy, and your thoughts drift by like birds.

Return to your breath, the waves, and the warm light inside you.

If you like, count backwards from 10 to 1:

10 ... calm... 7 ... softer... 5 ... quieter... 3 ... sleepy... 1 ... drifting...

Let the rest of this story fade as your body takes over.

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If You Wake in the Night

If you wake during the night, return to this place in your mind.

Remember the soft path. Remember the hidden cove. Remember the slow waves and warm light.

Take three slow breaths:

In... 2... 3... 4...

Out... 2... 3... 4... 5... 6...

Say to yourself gently:

“I can rest here. I do not need to force sleep.”

Then close your eyes and drift back into the rhythm of the waves.

Your Sleep Sanctuary

Use this space to make the story your own.

My favourite part of this story is:

I feel most relaxed when I imagine:

A word that helps me feel calm is:

“This story is yours to read every night, in your own time, in your own way. There is no right or wrong. Only rest.”

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15 everyday sleep habits

Tick what you already do, then choose one or two habits to explore. Not every suggestion suits every person.

☐ **Keep a consistent wake time**
Choose a realistic time that fits your responsibilities.

☐ **Get daylight after waking**
Spend some time outdoors when practical.

☐ **Move your body**
Choose a comfortable time and level of activity.

☐ **Notice caffeine timing**
Avoid it close to bedtime and adjust for your sensitivity.

☐ **Keep naps short and early if you need them**
Notice whether naps affect your night-time sleep.

☐ **Avoid a very heavy meal just before bed**
Do not go to bed uncomfortably hungry either.

☐ **Dim the lights before bed**
Keep enough light to move safely.

☐ **Make room for a screen-free wind-down**
Choose a practical alternative to scrolling.

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Everyday sleep habits, continued

☐ **Keep the bedroom comfortable**
Adjust warmth, light and sound to suit you.

☐ **Keep work and scrolling out of bed**
Help preserve a boundary between activity and rest.

☐ **Try a short brain dump**
Write reminders down rather than rehearsing them.

☐ **Repeat a manageable wind-down**
A small routine is enough.

☐ **Be cautious with alcohol**
It can disrupt sleep later in the night.

☐ **Clear a small space**
Make the bedside area practical and easy to use.

☐ **Change one habit at a time**
Notice what works without expecting a perfect night.

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Keep for reference

About this kit

Six practical tools for general sleep hygiene and relaxation. The story is a creative wind-down exercise; the trackers are for personal observations, not diagnosis.

Health & safety disclaimer

This kit is general information, not individual medical advice or treatment for insomnia, anxiety or another health condition. Follow advice from your clinician. Do not change medication or start supplements because of this kit. Seek help for persistent difficulties or symptoms such as loud snoring, gasping or major daytime sleepiness. Never drive when sleepy.

Sources

These references support the general guidance. Worksheets and creative exercises are Harcourt Digital tools.

1. Sleep Health Foundation: Sleep Hygiene: Good Sleep Habits (routines and wind-down)
https://www.sleephealthfoundation.org.au/sleep-topics/sleep-hygiene-good-sleep-habits

2. Sleep Health Foundation: When and how to seek help
https://www.sleephealthfoundation.org.au/news-and-articles/when-and-how-do-i-seek-help-for-my-sleep

3. Sleep Health Foundation: Caffeine and Sleep (caffeine timing and sensitivity)
https://www.sleephealthfoundation.org.au/sleep-topics/caffeine-and-sleep

4. Sleep Health Foundation: Understanding and Helping Poor Sleep (daylight, body clock and worries)
https://www.sleephealthfoundation.org.au/sleep-topics/understanding-and-helping-poor-sleep

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