

Sleep Well!



Learn Techniques to Help You

- Fall asleep faster
- Sleep through the night
- Wake up feeling more energized and ready to go

A 10-day self-directed activity incentive program
Open to all employees

Program ends June 5, 2017



Welcome to our “Sleep Well” self-directed activity. You can start the program at any 10-day time period before June 5. We are pleased you are taking the time to become more aware of your sleep patterns and discover strategies for improving your sleep. You deserve to get a good night’s sleep.

Sleep Well is a 10-day self-directed activity that will help you be a better sleeper by helping you:

- Unwind before bedtime
- Stop anxious thoughts from keeping you awake
- Practice gentle breathing exercises
- Reset your sleep-wake cycle

Wellness Tip:

Following consistent “to bed” and “wake up” schedules will help you sleep better.



Sleep Well! Guidelines

Welcome to “Sleep Well”, a 10-day, self-directed activity. We are pleased you are taking the time to become more aware of your sleep patterns and discover strategies for improving your sleep. You deserve to get a good night’s sleep. Here we go!

There are five steps to this program:

Step One: Complete the sleep self-assessment

This questionnaire is designed to help you uncover factors contributing to your sleep troubles and begin to discover ways to improve your sleep. You will complete the survey at the beginning and end of the program. Make two copies of the assessment found in this packet (one to be used at the start of the program and the other at the end).

Step Two: Listen to the podcast

The 11-minute podcast was written and recorded by Janet Fontana, sleep specialist. It will provide an overview of the importance of getting adequate restorative sleep, the most common factors that impact sleep, and effective natural strategies for improving your sleep. You can find the podcast by [clicking here](#) or by going to emiia.org. Go to Well Aware-->Individual Resources--> Natural Sleep Solutions.

Step Three: Complete your sleep journal

Put into practice as many strategies as you wish to help improve your sleep while completing your sleep journal. Completing your sleep journal is a key component of this program and in and of itself will help you learn a to be a better sleeper.

Step Four: Re-take the sleep self-assessment

Hopefully you are sleeping much better at the end of the program. Taking the survey again will show you where you have made improvements and any areas you may need to continue working on.

Step Five : Return log and prize form

Return all to Mary Harrington: mharrington@mma.org; MIIA, One Winthrop Sq, Boston, MA 02110; FAX 617-542-6513 by June 12, 2017.

Additional Resources

In addition to the above program, you will find additional podcasts, assessment tools and techniques to improve the quantity and quality of your sleep at emiia.org. Go to Well Aware-->Individual Resources--> Natural Sleep Solutions.

Sleep Well!

Log and Prize Form

Please complete the log form in full. Return it to Mary Harrington at mharrington@mma.org or fax to Mary at 617-542-6513 by June 12, 2017. Do not return your Sleep Journals and Sleep Assessment forms. Simply check below that you have completed these forms.

Name: _____ MIIA/BCBS ID#: _____

Phone: _____ Email: _____

Mailing address: _____

Employer: _____

Check that you have completed these steps:

_____ 1. Pre and post sleep self-assessment

_____ 2. Two week sleep journal



Check which prize you prefer:

Please identify #1 and #2, with #1 your first choice and #2 second choice in case your first is no longer available. Only MIIA/Blue Cross Blue Shield members are eligible for prizes

_____ Waterproof picnic blanket

_____ Windchimes

_____ Bicycle repair kit

_____ Sporty tote

_____ Auto tool kit

_____ Sound machine (relaxing sounds for bedtime)

_____ Slope Compu-Messenger bag

_____ Beach towel

_____ Stainless steel water bottle

_____ Yoga kit (mat, block, strap)

_____ Back in Motion back wrap

[Click](#) to view above prizes. Can also view by going to emiia.org. Click on Well Aware, then click on Incentives.



Sleep Self-Assessment

We are pleased you are taking the time to become more aware of your sleep patterns and discover strategies for improving your sleep. You deserve to get a good night's sleep – we're here to help!

The following 15-question questionnaire is designed to help you uncover factors contributing to your sleep troubles and begin to discover ways to improve your sleep. If you can't easily relate to some of the scenarios mentioned, please do your best to estimate how you would feel in the situation.

How well do you sleep?

1. You lie in bed awake for 30 minutes or longer trying to fall asleep or fall back to sleep:

- 0-2 nights/week
- 3-5 nights/week
- 6-7 nights/week

2. After a poor night's sleep, you're tired, irritable and/or have a hard time concentrating:

- Never or almost never
- Sometimes
- Most days

3. How long have you had sleep difficulties?

- 1 – 3 weeks
- More than 4 weeks
- More than 3 months
- More than 6 months

Most people occasionally have a poor night's sleep. If you regularly experience trouble falling asleep, staying asleep or restless sleep, the Natural Sleep Solutions Program will help you identify factors affecting your sleep and teach you proven strategies for a better night's sleep.

How, when and where do you sleep?

4. When asked what time you typically go to bed and get up in the morning, you answer with:

- An exact time.
- An hour range.
- A 3 hour range.
- Nothing, the time you go to bed and wake up is all over the place.

A consistent sleep and wake time is one of the most important strategies to improving your sleep. When you go to bed and get up at about the same time each day, you help your body's internal clock stay in synch. If you vary your bedtime or wake time by more than an hour, you could throw off the balance of your sleep/wake cycle.

Sleep Self-Assessment

5. After a poor night's sleep, you're likely to:

- Fall asleep on the couch that evening.
- Go to bed earlier that night to try to catch up on sleep.
- Stay up until close to your usual bedtime even though you're tired.

After a poor night's sleep, it's tempting to take a nap or go to bed earlier in hopes of catching up on sleep. In the short-term, these strategies may help make up for lost sleep. Unfortunately, in the long-term, these same behaviors can set the stage for poor sleep and create a vicious cycle of insomnia.

6. When you have trouble falling asleep or falling back to sleep, you:

- Anxiously look at the clock every ten minutes.
- Toss and turn trying to get comfortable.
- Get out of bed and relax for a bit before returning to bed.

When you have difficulty falling asleep or falling back to sleep, you should get out of bed and do something relaxing. Tossing and turning in bed or clock watching will just make it harder to fall asleep. In fact, research shows that the longer you remain in bed awake, the longer it will take you to fall asleep.

What's keeping you from sleeping well?

7. You think of exercise as:

- A great way to stay healthy. You can't go a day or so without it.
- Something you wish you had more time for, but at least you fit it in a few a days a week.
- A real chore. You exercise a couple of days a week at most.
- Something that you dread and you rarely or never do.

You know exercise is good for your health. Perhaps what you don't know is that studies have shown that people who exercise regularly are less likely to suffer from insomnia and mood imbalances. The feel-good hormones your body releases while exercising will keep you feel calmer for the next several hours.

Sleep Self-Assessment

8. Caffeine is:

- Rarely or never part of your diet.
- Something you have once or twice a day, just to give you an extra kick.
- The sole reason you make it through your day.

One or two caffeinated beverages a day, at least 6 hours before bedtime, is unlikely to negatively affect your sleep. However, some people are very sensitive to caffeine and will experience its stimulating effects for up to 12 hours.

9. The hour before you go to bed, you typically:

- Chill out and unwind from your day.
- Watch the news or an intense TV show.
- Rush around trying to finish your to-do list.

While some people can be busy right up until bedtime and still fall asleep quickly, most of us need time to shift gears. Stimulating your mind or body close to bedtime can make it hard to fall asleep. The Natural Sleep Solutions Program offers stress-relieving breathing exercises and guided relaxation sessions to help you fall asleep faster and sleep more soundly through the night.

10. You deserve a break at night so you occasionally _____ within three hours of bedtime (check all that apply).

- Drink alcohol
- Smoke cigarettes
- Exercise
- None of these

While alcohol has a sedative effect making it easier to fall asleep, it can keep you from falling into a deep sleep. Nicotine in cigarettes stimulates the nervous system and makes it harder to fall asleep and stay asleep. Exercise is great – just not too close to bedtime for those who are sensitive to the stimulation and rise in body temperature. If you exercise within 3 hours of bedtime, an elevated body temperature may make it harder to fall asleep.

Sleep Self-Assessment

11. You take naps:

- So often there is a permanent indent in the shape of your body on the couch.
- A few days a week, like when you fall asleep after dinner or in the middle watching TV.
- Only on your days off. Napping is one of your favorite pastimes.
- Never or rarely. Naps are for people with extra time on their hands.

Napping is not a substitute for a good night's sleep. In fact, it can cause sleep problems at night. If you nap for longer than 30 minutes and within six hours of bedtime, you will probably not sleep as well that night.

12. You are lying in bed trying to fall asleep. On most nights, your stomach:

- Is growling so loud your dog is scared. You're starving!
- Is feeling good from the meal you had a few hours ago.
- Is stuffed from all the food you ate within the last few hours.

Going to bed either hungry or too full can affect your sleep. Your last meal of the day should be at least 3 hours before bedtime. If you are hungry at bedtime, try a small amount of a complex-carbohydrate snack, such as low-fat yogurt, whole wheat toast or a piece of fruit.

13. Maybe you could get a good night's sleep if (check all that apply):

- Your bed partner would stop snoring or moving.
- Your children or pets would leave you alone.
- The outside noises, lights and movements would just go away.
- None of these are an issue

It doesn't take a lot of light or noise to affect the quality of your sleep - the light from an alarm clock or the purr from a cat can be enough to keep you from getting deep, restful sleep. Do your best to create a relaxing bedroom environment that is quiet, dark and slightly cool.

Sleep Self-Assessment

How stressed are you about your sleep?

14. How often do you experience racing thoughts as you try to fall asleep or when you wake up in the middle of the night?

- Never or almost never. My mind is in a perfect state of relaxation.
- 1 – 2 nights/week. Sometimes I can't shake the stress of my day.
- 3 – 5 nights/week. Several nights of the week. I feel my thoughts are racing cars going round and round the track of my mind.
- Most every night. It's as if my mind is training for a marathon.

Stress is the most common reason why people experience difficulty falling asleep. An imbalance in the natural cycle of stress hormones can also cause you to wake up in the middle of the night or too early in the morning. Natural Sleep Solution's approach will help you keep stress hormones down during the day so you can sleep more soundly at night. Be sure to listen to the included guided meditations to relieve stress.

15. On the list of annoyances in your life, sleep disturbances fall:

- First. They frustrate you and make you anxious every day.
- In the middle. You worry about sleep a few days a week.
- Last. Your poor sleep doesn't cause you any stress.

When people have trouble sleeping, it's understandable to feel worried and frustrated about not getting enough sleep. Unfortunately, worry and anxiety about not getting enough sleep can actually make sleep problems even worse. With the stress-relieving strategies and resources in this program, you'll soon break this cycle. Not only will you sleep better at night, you'll feel a whole lot better during the day!

Congratulations for taking the time to gain greater insight into the factors that may be causing your sleep difficulties. If you are ready to take control over the behaviors, thoughts and stress patterns keeping you from sleeping well, we're confident you can become a better sleeper.

We can help you get the great night's sleep you deserve. Soon you'll be happier, feel more energized and be able to enjoy your life to the fullest!



Sleep Journal

Complete 7 days within a 10-day period.

1 2 3 4 5 6 7 8 9 10

Complete at Bedtime	Influencing Factors	1	2	3	4	5	6	7	8	9	10	
	Did you get early morning light/sun exposure?											
	Did you exercise today?											
	If so, what time did you exercise?											
	Did you nap? How long and what time?											
	Did you consume any alcohol? How much?											
	If so, what time was your last alcoholic drink?											
	If you smoke, what time was your last cigarette?											
	How many caffeinated beverages did you drink?											
	What time was your last caffeinated beverage?											
	How long before bed was your last meal of the day?											
	Did you practice a relaxing activity for at least 20 minutes? (i.e. listen to a guided relaxation, meditate, practice yoga)											
	How much time did you spend winding down before bed?											
	What was your daytime stress level? Scale of 1 – 10 (minimal to overwhelming)											
	Is your sleep environment cool, dark and quiet?											
Please rate how you felt today: 1 - extremely tired/2 - very tired/3- somewhat tired/ 4 - fairly alert/5 - wide awake												

Complete the Next Morning	Sleep Schedule	1	2	3	4	5	6	7	8	9	10	
	Time to bed											
	Time you fell asleep											
	How many times did you awaken in the night?											
	Approximately how long were you awake in total?											
	Time you got out of bed											
	Total hours of actual sleep											
	Medications (prescription, non-prescription, herbal)											