**How to Fill Out the Sleep Diary**

This diary is a vital tool that you will need for the course. Read the instructions carefully and fill the diary out for the week prior to coming to the course. Please ensure you bring the diary to the course.

There are two important rules to bear in mind:

1. **Don’t worry about how accurate your diary is**. Most of the figures will be a guess and a guess is good enough. Do not clock watch in an attempt to make it accurate.

2. **Do not fill the diary in when you are in bed**. You only fill it in when you have physically climbed out of bed the next morning. In fact, it is best to keep the sleep diary outside the bedroom e.g. on your fridge.

So each morning you fill out the diary for the night before. Below are instructions on how to fill out each column:

**Last night I went to bed at**: This is the time you physically climbed into bed, not the time you turned out the light or fell asleep. If you get in and out of bed several times a night you record the very first time you got into bed.

**This morning I got up at**: This is the time you physically climbed out of bed to start your day, brush your teeth, have breakfast, etc. If you get in and out of bed several times during the night you only record the last time you got out of bed.

**A: So I was in bed for (minutes)**: Using the time you went to bed and the time you got up work out how long you were in bed for. Once again, ignore any time spent out of the bed during the night. This column is simply the time from when you first went to bed to the time you finally got up. For example, if you went to bed at 11:30 and got up at 8:00 you would have been in bed for 8.5 hours. But rather than record it in hours record it in minutes! There is a conversion table on the back of the diary to help you with this. So for example, 8.5 hours is recorded as 510 minutes.

**It took me ? minutes to fall asleep**: This is the time between getting into bed and actually falling asleep. This will always be a guess as you can’t know the exact time you fell asleep, but your guess is absolutely good enough.

**I woke ? number of times**: This is the number of times you remember waking during the night.

**B: During the night I was awake for**: Here you record the total amount of time you think you were awake during the night, not including the time it took you to fall asleep in the first place. If you wake up three times for 15 minutes each time you would put 45 minutes in this column. If you wake up before your alarm, this time is also included in this figure.

**In total I think I slept for (minutes)**: Subtract your total time awake (B) from your time in bed (A) to get your time asleep. Once again record this in minutes.

**Other info**: Record anything that you think had a positive or negative impact on your sleep e.g. Took a sleeping pill, neighbour’s alarm went off at 3:30 am, had an argument with partner before bed, had a cold, etc.

If you feel confident to do so you can add up the figures in the various columns to get a total and divide by 7 to get an average. If you are not confident with the maths don’t worry – we will do it next time we speak.