Sleep Management

To understand the importance and function of sleep and to learn strategies to improve sleep
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your CBT Cycle</td>
<td>3</td>
</tr>
<tr>
<td>Common Sleep issues &amp; what is sleep?</td>
<td>4</td>
</tr>
<tr>
<td>The stages of sleep and sleep cycles</td>
<td>5-6</td>
</tr>
<tr>
<td>Circadian Rhythm</td>
<td>7-9</td>
</tr>
<tr>
<td>Good sleep hygiene</td>
<td>10-12</td>
</tr>
<tr>
<td>Promoting good sleep</td>
<td>13</td>
</tr>
<tr>
<td>Tackling worries</td>
<td>14</td>
</tr>
<tr>
<td>The worry tree</td>
<td>15</td>
</tr>
<tr>
<td>Beliefs about sleep</td>
<td>16-17</td>
</tr>
<tr>
<td>CBT- Insomnia &amp; Sleep Restriction</td>
<td>18-20</td>
</tr>
<tr>
<td>Why is relaxation helpful?</td>
<td>21</td>
</tr>
<tr>
<td>Types of relaxation</td>
<td>22</td>
</tr>
<tr>
<td>Relaxed breathing</td>
<td>23-26</td>
</tr>
<tr>
<td>Summary</td>
<td>27</td>
</tr>
</tbody>
</table>

"The information we provide is based on the best evidence available and the Dorset Steps to Wellbeing service makes every attempt to ensure it is accurate and reliable and kept up-to-date but it may not reflect all the most recent research. Some information is provided by third parties (including websites)."
Your CBT Cycle

Everyone is different. Have a go at filling in your own vicious cycle.

What went through my mind at that time? What disturbed me?
I think...

What did I notice in my body? What did I feel? Where did I feel it?
I notice symptoms of...

What emotion did I feel at that time? How intense was that feeling? (0 – 100%)
Emotionally I feel...

What helped me cope and get through it? What didn’t I do or what did I avoid doing?
I am....
I am avoiding...
Common Sleep Issues

Oversleeping

- Limit time spent in bed/asleep to a maximum of 10 hours (at night)
  - Instead do recommended Behavioural Activation based activities (Activity Balance booklet)
- No napping
  - You only need to nap if you are physically unwell
- Limit alcohol (it disrupts sleep quality)
- Be consistent with advised sleep hygiene tips covered on page 9

What is sleep?

Sleep restores us physically, mentally and emotionally, it also allows the brain to commit to memory things that have happened during the day. We know that not having enough sleep can make us feel irritable, woolly headed and very tired the next day. It makes it harder to concentrate and do things we need to do. If poor sleep (insomnia) goes on long enough, it can lead to worry over sleep itself – which just makes it even harder to sleep - a real vicious circle.
The Stages of Sleep

When we ‘go to sleep’, we move through stages, from light to deep sleep, and back again up to light sleep or wakefulness. We go through these stages several times a night, and it is normal to wake briefly as you rise to the lighter sleep stages.
What happens at each stage?

**Drowsiness/light sleep - Stage 1**
We move from waking to sleeping – takes about 15 minutes

**Rapid eye movement (REM) sleep**
We spend around 25% of the night in REM sleep, which was only recognised in 1953, and is where most of our dreams happen. Apart from the eyes and essential muscles like the heart and breathing muscles, we cannot move! REM sleep may help us ‘sort out’ the day’s events and defuse the emotions generated (Loughborough Uni), but there is still much we don’t know about it.

**Light Sleep - Stage 2**
Muscles relaxed and heartbeat regular (about 50-60% of total sleep is in this stage)

**Deeper Sleep - Stage 3 & Stage 4**
Together these stages make up deep sleep which restores the body and allows repair and growth
Why do we have sleep cycles?

The occurrence of sleep is regulated by a biological clock of about 24 hours. This is called a Circadian Rhythm.

Our Biological clock affects the daily rhythm of many physiological processes. Although circadian rhythms tend to be synchronized with cycles of light and dark, other factors - such as ambient temperature, meal times, stress and exercise - can influence the timing as well.

The diagram below depicts the circadian patterns typical of someone who rises early in morning, eats lunch around noon, and sleeps at night (10 p.m.).

Circadian rhythms are built in, however, they can be adjusted to the environment by external cues called Zeitgebers. (Zeitgeber meaning time giver). For example having to adjust to different time zones when you travel abroad. This is why we get jet lag.

Circadian rhythms are also maintained by the production of melatonin in response to zeitgebers. This sets of our sleep cycle and the physical changes that occur to go to sleep – reduced body temperature, reduced heart rate, slower breathing rate, etc.
**Shift Work**

Work that takes place outside of the traditional 9am – 5pm day

**Night Shifts:**

- Try to keep the same sleep and wake times each day, **even on days off**. Helps regulate circadian rhythm, improve sleep quality and alertness during your shift

**Rotating Shifts:**

- Best to rotate shifts clockwise as is easier to adapt your sleep routine.
- Do a set of early shifts (04:00 – 12:00) → then evening shifts (12:00 – 20:00) → then night shifts (20:00 – 04:00). This is easier to adapt your sleep routine.
- To prepare for a new shift, gradually adjust your sleep and wake time
  - e.g 3x days prior to the shift delay bedtime and wake up time by 1-2x hours each night (dependant on schedule)

**Tips for Shift Work**

- Wear dark glasses. Begin to limit your light exposure at the end of your shift to let your body unwind. When you leave work during the day, wear sunglasses on your way home.
- Darken your bedroom. Use darkening shades or curtains to keep your room dark
- Make your bedroom quiet. Use a white noise machine or fan to block sounds, and wear earplugs as well.
- Keep people informed. Let your family and friends know when you need to sleep undisturbed. You may even want to have a “Shhh…sleeping” sign on your bedroom door for times at which you’re sleeping.
• Keep cool. A cool room temperature is best for sleeping.

• Manage your caffeine consumption. Caffeine stays in your system for many hours.

• Avoid alcohol before bed.

• Maintain good sleep habits. Healthy sleep habits especially important for day sleepers.
10 Rules for Sleep Hygiene

1. Limit caffeinated products

2. Avoid nicotine

3. Avoid alcohol around bedtime

4. Avoid heavy meals just before bedtime

5. Keep bedroom tidy, calm and ensure mattress and bedding are comfortable

6. Avoid HI exercise 2 hrs before bedtime if possible

7. Control extremities in temperature

8. Keep bedroom quiet and darkened

9. Keep your bedroom mainly for sleeping avoiding watching TV, using computer or eating

10. Keep awake & get up time constant at all times and avoid napping during the day
Sleep Hygiene

Create the right atmosphere and routine

We need to create our own routine in the evening that tells our mind and body to wind down to prepare for sleep. In addition, we need to consider what we do during the day – to give ourselves the best chance of sleeping at night. Lastly, we need to make sure the bedroom promotes sleep

- Moderate (not vigorous) exercise is great in the day to make us tired – but not in the four to six hours before bed. Gentle exercise such as stretching or gentle walking is excellent before bed
- Finish any caffeinated drinks four to six hours before bed and avoid alcohol before bed
- Make any meals eaten later than this light, not spicy or very sugary (sugar will cause your blood sugar to rise, only to fall again later, which may wake you if this is during the night)
- Smoking (nicotine) will wake you up rather than calm you down
- If you like a bath to relax, have it an hour or so before bed, so the body is then cooling down, which promotes sleep

Associate bed with sleep

The more we are in bed awake, worrying, perhaps tossing and turning, watching TV, reading or using a computer, the harder it is to sleep. We start to associate bed with stress and being awake, instead of sleep.

- Don’t try to sleep until you are sleepy (whatever the clock says) – stay up until you really feel you cannot stay awake another moment. If you are not asleep after 15-20 minutes of putting out the light, or you wake in the night and are still awake after 15-20 minutes then get up, go into another room and do something relaxing or boring until you are sleepy again. N.B. – you’ll need to check the clock the first few times, but in general it’s not helpful to keep checking the time if you are lying awake Prepare for this – decide what you will do, and where you will do it. Have a warm blanket and maybe a relaxing CD ready in the room you will use, fill the kettle and find a non-caffeine drink for when you need it. Keep the light level low.

- The bedroom should be quiet, cool and dark (light is a signal to us to wake up), and free of TVs, computers and so on. If you are sharing with a partner, you may need to consider earplugs or negotiating over the weight of the duvet!

- Make your bed as comfortable and supportive as you can; mattresses can be expensive to replace so if yours is old you could try putting a cheap duvet under the bottom sheet.
## Better Sleep Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Comments/notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am I having daytime naps?</td>
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<tr>
<td>Am I going to bed and getting up at regular times?</td>
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<tr>
<td>Am I eating too much 4 hours before bedtime?</td>
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<td>Do I need to reduce alcohol?</td>
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<tr>
<td>Am I getting enough exercise and activity during the daytime?</td>
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<tr>
<td>Am I drinking too much caffeine?</td>
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<tr>
<td>Do I have a regular bedtime wind down routine?</td>
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<tr>
<td>Do I need to limit the amount of time I spend in bed?</td>
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<tr>
<td>Is the environment I sleep in helping me to sleep?</td>
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<tr>
<td>Am I taking action when worries play on my mind?</td>
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<tr>
<td>Are my beliefs about sleep helping me stay calm?</td>
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</tbody>
</table>
Promoting Good Sleep

- **Bedtime Routine**

- **Environment**

- **Lifestyle Factors**

- **Reducing worries/Tackling Anxiety**
Tackling Thoughts and Anxiety

Thinking is affected by anxiety, stress, low mood, and worry over not getting enough sleep!

If you are kept awake by going over what has happened during the day, or going over what you have to remember to do the next day, it can help to ‘put the day to rest’

**Putting the day to rest**

Choose the same time each evening, say seven o’clock, and take 20 minutes to sit down. Think about your day and write down the main points that come to mind – whether good or bad.

Think about tomorrow, and make a note of anything you need to do. If you can’t do it all, think about how you could fit it into your week. At bedtime, remind yourself you have done this. If any new thoughts or worries come to mind, jot them down on a piece of paper by the bed and leave them for the next day’s thinking time.
Worry Tree

Use the worry tree to help put the day to rest

THE WORRY TREE

Notice the Worry

Ask yourself: “What am I worrying about?”

Ask: “Can I do something about it?”

NO

Let worry go

Change focus of Attention

YES

Action Plan

What? When? How?

NOW?

Do it!

Schedule it

Let worry go

Change focus of Attention

Change focus of Attention

www.getselfhelp.co.uk

Adapted from Butler & Hope 2007

www.get.gg
Beliefs about sleep

Worry over lack of sleep can become more of a problem that the lack of sleep itself! When we are tired, we are more likely to be low in mood, and when we are low in mood we are more likely to worry about things, including our sleep.

Typical beliefs….

I’ll never cope tomorrow if I sleep badly tonight

I’m really irritable today - it’s because I slept so badly last night

I need to make up all the sleep I lose or it’ll affect my health

Notice these thoughts, and the emotions they arouse – frustration, anxiety, anger – these all arouse the body and make it harder to sleep. What can we do about this? The answer is to examine the thoughts and see how much reality there is – could there in fact be other ways of looking at things?

“I need to make up all the sleep I lose or it’ll affect my health”
I don’t need to make it up hour for hour. The body gets most of its deep sleep in the first four hours, so will prioritise that when I do get to sleep.

“I’ll never cope tomorrow if I sleep badly tonight”
I may not feel at my best, but I have had busy days before when I am tired and have managed to do all I had planned. I usually sleep better after a few days of poor sleep, so I may well sleep better tomorrow.

“I’m never going to get to sleep tonight”
I will almost certainly get some sleep, I nearly always do. And if I don’t, I will the next night. My body will get what it really needs.

“I’m really irritable today - it’s because I slept so badly last night”
I know lack of sleep can make me irritable, but so do other things! I wonder if I’ve taken on too much today and that is the real problem.
Creating a need for Sleep

In order to sleep well, we need to create a need for our body to go through the sleep stages so emotional processing and body restoration is needed. This means that we need to do activities which will use some of these energy levels during the day so that we can ‘recharge’ at night whilst sleeping.

Think about your activity levels throughout the day.

Are you doing enough to use up your energy resources?

CBT- Insomnia:

If you are finding continued difficulties in sleeping, CBT-I may be a useful technique. It involves promoting good sleep hygiene, as well as introducing sleep restriction and promoting sleep efficiency.

- **Sleep efficiency** is a calculation worked as a percentage of the amount of time in bed divided by the amount of time asleep. For example if you were in bed for 10 hours and slept for 8 of those hours, your sleep efficiency would be 80%.

**Sleep restriction**

Sleep restriction consists of keeping the number of hours spent in bed as close as possible to the actual number of hours you spend asleep.

Sleep restriction increases our drive for sleep as it induces a mild state of sleep deprivation. The increased drive for sleep should lead to a shorter period before onset of sleep and therefore increase the association between bed and sleep.

- This improves the depth and continuity of sleep
- And synchronises our sleep cycles

Although spending more time in bed is a most common strategy and may bring short term relief; this is not effective in the long run, sleep will only become more fragmented and restless and insomnia will be perpetuated.
For example, if you sleep badly, you might be in bed for eight hours, but only asleep for five hours – just over 60% of the time. Ideally you need to aim for being asleep for at least 85% of the total time that you are in bed – just under seven hours if you are in bed for eight hours. Now sleeping longer is obviously not possible – or certainly doesn’t seem like it at this stage, so you need to reduce the amount of time you spend in bed. Decide whether you want to go to bed later or get up earlier, and then stick to that way. As you spend more of the time asleep, increase the time you spend in bed by 15 minutes each time. However, this technique is not advised for certain mental health conditions and GP’s advice should be sought before restricting sleep excessively.

*Do this as many times as you need to – in the short term you will lose some sleep but in a few weeks you will be sleeping better, if you combine this with the other suggestions.*
# BLANK SLEEP DIARY EXAMPLE

<table>
<thead>
<tr>
<th>Enter the Weekday</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
<th>Add all of the days together to = Total time in bed</th>
<th>Divided by 7</th>
<th>Average total time in bed</th>
<th>Answer E</th>
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<tr>
<td>Time went to bed</td>
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<td>Time got out of bed</td>
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<td>Minutes spent in bed (from first getting in to finally getting out)</td>
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<td>17</td>
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<td>Time went to sleep</td>
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<td>Time sleep ended</td>
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<tr>
<td>A Number of minutes from initially falling asleep to finally waking up</td>
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<td>B If woke in the night, how long awake for in total in minutes</td>
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<td>How many times did you wake up in the night</td>
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<tr>
<td>C Number in row A minus number in row B = Total sleep time</td>
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<td>17</td>
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<tr>
<td>How would you rate the quality of your sleep: 1 = very poor to 5 = very good</td>
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<td>Average total sleep time</td>
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<tr>
<td>Answer F</td>
<td>Divided by</td>
<td></td>
<td>Average total time in bed</td>
<td>Answer</td>
<td>x100</td>
<td>Answer = sleep efficiency</td>
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<td>Divided by</td>
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Relaxation

Why is relaxation helpful?

- When we are stressed the muscles in our bodies tense up and this muscular tension causes uncomfortable feelings such as headache, backache, tight chest and so on.
- These aches and pains of tension can cause us to worry about why we have aches and pains, and therefore make us even more anxious and tense.
- People who are tense often feel tired.
- Relaxing slows down the systems in the body that speed up when we get anxious.
- If we can learn to turn on the bodily symptoms of relaxation we can turn off the symptoms of tension.
- Stress affects our thoughts and our perceptions of our self, others and the world around us.
- Stress also affects our body (physiologically) our nerves, muscles and organs such as our heart and lungs. If we have low physiological arousal i.e. we are relaxed in our body we will have a calmer state of mind.

Relaxation as a skill

- The ability to relax is not always something that comes naturally; it is a skill which has to be learnt. This takes time and practice. The more we practice, the easier it becomes and the better the results. Daily practice is recommended.
- There are different methods of relaxation, there is evidence to suggest that relaxation is effective but nothing to declare that one method is better than another. So if one doesn’t seem to suit you after several tries, then it may help to consider an alternative method.
- Most relaxation techniques combine giving attention to breathing more deeply, with relaxing the muscles.
Types of Relaxation

Relaxed Breathing

Within many relaxation techniques, being aware of our breathing is important. When we are relaxed our breathing rate becomes slow and rhythmical and it is important to be aware of this, as this is the opposite of when we are in a heightened state of anxiety. It can then become shallow and rapid, possibly leading to hyperventilation. Focusing on our breathing can help us feel more in control of it. It is easy to learn, can be done anywhere even in a stressful situation when out and about. If our breathing is relaxed we feel calmer.

Progressive Muscle Relaxation

Progressive muscle relaxation focuses on different areas of the body and tenses and relaxes a particular muscle group. This helps us to identify the feelings of tension within the muscle group and then how the muscles feel when they are relaxed. Muscle tension closely reflects tension in the mind therefore if muscle tension can be released then we will feel mentally calmer. We think more clearly when our body is relaxed.

Guided imagery or visualisation

Guided imagery /visualisation are like structured day dreaming, building pictures in our mind to help us relax. In this method we are asked to use our imagination to take us to a place that we feel relaxed and to be aware of all that is around us; noticing the detail. Some visualisations take you on a journey, perhaps describing the detail as it gets you to imagine a walk. Others may get you to create this for yourself. It encourages us to have positive emotions, release endorphins (happy hormones), distract us from worrying thoughts and can induce a feeling of calm.

Mindfulness

Much of the emotional distress we experience is the result of thinking about upsetting things that have already happened or anticipating negative events that have yet to occur. Mindfulness encourages us to be aware (and celebrate) each moment as it passes. Distressing emotions such as anger, anxiety, guilt, and sadness are much easier to bear if you only focus on the present - on each moment one at a time. It can be help to increase our mindfulness of the present moment so that we can allow thoughts about past and future events to pass by without having to engage with them.

You’ll find helpful free videos with a three, five and ten minute mindfulness exercises on Goldstein’s website, http://elishagoldstein.com/videos/
Progressive Muscle Relaxation Exercise

Sit or lie down in a comfortable position. Relax yourself to the best of your ability. Consider the various muscle groups one at a time, and aim to learn the difference between tight and relaxed muscles. Concentrate on the feeling in the muscle as it goes from tight to loose. The instructions below start with the lower body and work upwards but you can do it in whichever order you like.

**Breathing** - Slow and steady, letting yourself get more relaxed each time you breathe out.

**Calves** - Point your toes, pushing them out and feel the tightness build behind your shins; then gradually let that tightness go.

**Thighs** - Push your heels down hard against the floor, feeling the tightness in your thighs, then gradually let that go.

**Tummy** - Pull in your tummy tight, then gradually let it go, feeling it relax.

**Hands and arms** - Clench your fists, and tense your arms; feel the tightness in your hands and arms, then slowly relax them. See how far they will go, but do not push. Do not hold on at all; let everything go.

**Shoulders** - Hunch your shoulders, then gradually let them settle down - low and loose.

**Back of the neck** - Pull your chin forward on to your chest, feel tightness, then relax.

**Front of the neck** - Pull your head back, feel tightness, then relax.

**Jaw** - Bite your back teeth together, then gradually ease off, and let your jaw get heavy.

**Forehead** - Pull your eyebrows together, then gradually let your forehead smooth out.

**Eyes** - Screw up your eyes tight, then gradually let them smooth out, leaving your eyes closed, feeling your eyeballs sink, and your eyelids droop. Let them get really heavy.

Let everything go, further and further, feeling the tension flow from your body. Feel yourself getting heavier and heavier.
Breathing

Good relaxation always starts with focusing on our breathing. The way to do it is to breathe in and out slowly, at your natural pace as this will help you to calm down.

Why is it important to breathe correctly?

The way in which we breathe can have an impact on how well we cope with life.
- When we breathe properly, the right amount of oxygen is able to get to all parts of the body
- Blood flows better
- Toxins are removed quicker and do not build up in the system
- The diaphragm and abdominal muscles are much stronger.
- This means that we have a better and stronger immune system (which makes us less likely to suffer from illnesses)
- Increases energy levels
- You will feel more alert

Top tips for practising relaxed breathing

Practice deep breathing at a regular time and in a quiet, warm place where you won’t be disturbed.

Loosen or remove any tight clothes, such as shoes or jackets. Be completely comfortable.

You can either lie down on a firm surface or sit in a comfy chair which supports your head. Your body needs to be supported so that it is more ready to lose its tension.

Place your arms on the chair arms, or flat on the floor or bed, a little bit away from the side of your body with the palms up.

If you’re lying down, stretch out your legs, keeping them hip-width apart or slightly wider.
How do I know if I am breathing properly?

- Put one hand on the top of your chest and one hand on your stomach.
- Relax your stomach
- Breathe normally and observe which hand is moving the most.
- If the hand on your chest is moving up and down a lot, you are likely to be chest (shallow) breathing.
- If the hand on your stomach is moving in and out a lot, you are likely to be abdominal (deep) breathing.

The best way to breathe is abdominal breathing, so try to change to this if you are chest breathing. It may take practice a first, because you are not used to doing it, but it will eventually become natural.

Breathing Exercise

Make sure you are sitting comfortably and loosen any tight clothing.

Become aware of your breathing, its rhythm, depth or shallowness, and its speed.

Put one hand on your upper chest and one just below your ribs on your abdomen.

Slowly let out your breath.

Gently breathe in, so that you feel your abdomen rise slowly under your hand.

Breathe out again; feeling your abdomen fall, and make sure you exhale a little longer than you inhaled.

Pause for a few moments and then repeat the process again.

Reference - [http://www.mind.org.uk](http://www.mind.org.uk)  Practice this relaxed breathing for three to five minutes, two to three times a day (or whenever you feel the need to calm down).
Adapting your relaxation for use when out and anxious

Once you have practised the relaxation sequence and become familiar with the feelings of tension and relaxation it is possible to adapt the sequence so that you can use it when you are out.

1. Think of your breathing and be aware of trying to slow it down.

2. Go through specific areas of the body and check whether these are tense or relaxed.

3. Tense your muscles - shrug your shoulders and then lower. Clench your hands into fists and then stretch your fingers out. Pull your toes up and tense your calf muscles then relax. It is possible to do all of these whilst sitting on a bus or standing in a queue without others noticing you.

How can I introduce more relaxation into my everyday life?

- The first thing is to avoid putting more pressure on yourself in the attempt to relax.

- As a rule, the trick to relaxation is to continue trying, but not to worry about the outcome.

- If you find things are not happening, then let go and move on.

- The best time to learn any relaxation skill is probably going to be when you are feeling less stressed, not in the middle of a crisis.

- Take time out for yourself

- Learn to slow down & relax your mind and body

- Take notice of pleasurable things

- Use distraction

- Balance activity, rest and play

- Physical activity is also a good way to relax and aid sleep.
Summary

- We go through multiple stages of sleep during our cycles which all play an important role
- REM sleep / lighter stages help with emotional processing
- Stage 3-4 / deep sleep help with physical repair and growth of our bodies
- Our thoughts play a massive part in most sleep difficulties

Strategies to improve sleep:

- Sleep hygiene
- Tackling worries and anxiety using the worry tree
- Sleep restriction
- Relaxation
- 7/11 Breathing
- Progressive Muscle Relaxation

What Next?

- Please refer to your overall module workbook and think about a goal from this session.

Notes on today’s module:

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