SLEEP TO BE WELL

Geisinger

Sleep and time management

Manage your time for better sleep.

In a society that praises productivity, we sometimes view cutting back on sleep as a badge of honor, at the expense of our own health. If you are cutting back on sleep to get more done — big mistake!

Relationship between time management and sleep:

Time management strategies have shown to be beneficial to sleep quality. When time management strategies were taught to adolescents in high school, they were 2 times less likely to experience insufficient sleep.

When we have poor time management, we often try to cram more into the day or procrastinate. This behavior leads us into a downward spiral where we cut back on sleep to get more done or have poor quality sleep because we are stressed about all the things we need to get done. The poor or insufficient sleep in turn makes us less productive the following day, continuing the cycle.

On the other hand, when we take time to prioritize our responsibilities, set aside enough time for sleep and keep a consistent sleep routine, we will have more restorative sleep leading to more productive days.

Make the most of the hours you have!

- Track your day in 15-minute intervals to get a clear picture of how you are spending your time.

- Write down specific tasks.

- Identify your priorities and color code them.

- Designate specific days/times to accomplish tasks and build in time for fun activities and healthy habits.

- Use planning tools such as planners, calendars, apps or a notebook.

Watch this video to learn more.

Manage your time for better sleep | Boost productivity and rest with Dr. Anne Marie Morse

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Time management tips:

- **Ask others for help.**
- **Avoid procrastinating.**
- **Complete overwhelming tasks first or break them into smaller, less intimidating segments.**
- **Plan for some down time.**
- **Establish a reward system.**