Habits for promoting good sleep	What could a company or education institution (e.g. college or university) do to help promote each healthy sleep habit?
Consistent routines 🕐 Going to sleep and waking up at the same time helps reduce a disrupted sleep pattern and increases the likelihood of getting the recommended amount of sleep (approximately 9 hours for teenagers, and between 7–9 hours for adults).	
Naps 🛏 Afternoon naps can be helpful but should only be used if absolutely necessary. Afternoon naps should be 15-30 minutes and in the early afternoon.	
Screens 🖥 Using screens should be avoided for at least 60 minutes before bed.	
Exercise 🚶 Regular exercise can help falling asleep and sleeping deeply, although it is not ideal to exercise too close to bedtime.	
Natural light ☀ Spending time outside, especially in the morning, can benefit sleep as sunlight can help keep the internal body clock in check.	

Habits for promoting good sleep	What could a company or education institution (e.g. college or university) do to help promote each healthy sleep habit?
Consistent routines Going to sleep and waking up at the same time helps reduce a disrupted sleep pattern and increases the likelihood of getting the recommended amount of sleep (approximately 9 hours for teenagers, and between 7–9 hours for adults).	• Consistent work/study start times. • Flexible start times to suit staff sleep patterns. • Ensure enough time between shifts to get the recommended amount of sleep.
Naps Afternoon naps can be helpful but should only be used if absolutely necessary. Afternoon naps should be 15-30 minutes and in the early afternoon.	• Provide a 'quiet' space for staff/students to nap if needed. • Incorporate a break during the day to allow for down time e.g., no meetings or emails during that period. • Breaks between lectures/classes to encourage rest time.
Screens Using screens should be avoided for at least 60 minutes before bed.	• Agree a no email policy during the evening/set up automatic response. • For those that work later shifts, reduce screen-based tasks towards the end of the shift where possible. • For online submission of work (university), set deadlines during the working day (not midnight) to avoid students working up until a late night deadline.
Exercise Regular exercise can help falling asleep and sleeping deeply, although it is not ideal to exercise too close to bedtime.	• Include access to fitness/exercise classes as a staff benefit. • Encourage/provide space for staff to incorporate exercise in their working day e.g. going for a walk in a break. • Student discounts for university /college sports facilities • Offer a range of sports clubs for college/university students to suit all needs. • Set up staff team sports competitions.
Natural light Spending time outside, especially in the morning, can benefit sleep as sunlight can help keep the internal body clock in check.	• Ensure office/study spaces have plenty of natural light. • Set up outside spaces for work and study. • Regular breaks throughout the day to allow workers or students to be outside

Hannah has just started university and is living on campus in shared accommodation. Her timetable is really varied; on some days her first lecture is 9am and on other days her first lecture is not until 2pm, and this has made it hard for Hannah to stick to a regular sleep routine.

Hannah is enjoying the new social scene at university and is often out until the early hours of the morning at the weekend and ends up sleeping most of the day on Saturday and Sunday. Recently, even when she is not out Hannah has been working until after midnight in the library, trying to meet deadlines. This has meant that Hannah has already missed three of the 9am lectures in the last two weeks as she struggles to get up on time. Hannah is really worried about getting behind in her studies; she worked really hard to get into university and doesn't want to waste the opportunity.

She knows her family will be really disappointed if they found out she was missing lectures. Hannah is also finding that not getting enough sleep is making it hard for her to focus on her studies and she rarely finds time to exercise anymore. Hannah used to run three times a week and really misses it.

What are the new sleep related challenges Hannah is facing since starting university?

What are the consequences of Hannah not getting enough sleep?

What advice could be offered to Hannah?

Samay has just started his first full-time job. He works 8am–4pm Monday to Friday and commutes into the city by train. This means Samay is the first one up and out of the house. When Samay was at college, he didn't start until 10am and it was just a 20 minute walk, so he is really struggling with the early start.

Samay has missed the train a few times so had to pay extra for a new ticket and was 30 minutes late for work. His boss raised the issue in his performance review meeting, and Samay is worried this could affect his chance of promotion in the company in future. Samay has always been into gaming and stays up late gaming online with his friends from college - most of them are at university or working locally so don't have to get up early. Samay often finds it takes a while to get to sleep after gaming but he doesn't want to give it up even though he knows he needs much more sleep.

Being late has caused arguments with his parents and being tired means Samay easily gets angry, making things worse. Samay misses his 20 minute walk in the morning as he finds it hard to be motivated to do any other exercise.

What are the new sleep related challenges Samay is facing since starting a full-time job?

What are the consequences of Samay not getting enough sleep?

What advice could be offered to Samay?

Hannah has started university and is living away from home. On some days her lectures start at 9am, and on others they don't start until 2pm. This makes it hard for Hannah to get into a routine.

Hannah is going out at the weekends until the early hours of the morning and often studies until after midnight on weekdays to meet deadlines. She sleeps most of the day on Saturday and Sunday.

Hannah finds it hard to get up on time and has missed three lectures already.

Hannah is worried about getting behind in her studies and knows her family will be disappointed if they found out she was missing lectures.

Lack of sleep is making it hard for Hannah to focus and she rarely finds time to exercise anymore. Hannah used to run three times a week and misses it.

Why is Hannah finding it hard to get up in time for the 9am lectures?

What could happen if Hannah keeps missing lectures?

How is not getting enough sleep affecting Hannah?

What changes could Hannah make to help her have a better sleep routine?

Samay has just started his first job. He works 8am-4pm Monday to Friday and commutes into the city by train. Samay has to get up much earlier than the rest of the family.

At college, he didn't start until 10am and it was just a 20 minute walk away. Samay misses being able go for a walk every day.

Samay has missed the train a few times as he finds it hard to get up early. He got in trouble with his boss and is worried this will affect his future in the job.

Samay loves gaming and stays up late most days and finds it hard to sleep after. Samay's online friends don't have to get up as early. He doesn't want to give up gaming but knows he needs more sleep. This is causing a lot of arguments with his parents.

Why is Samay finding it hard to get up in time for work?

What could happen if Samay keeps being late?

How is not getting enough sleep affecting Samay?

What changes could Samay make to help him have a better sleep routine?

Hannah has just started university and is living on campus in shared accommodation. Her timetable is really varied; on some days her first lecture is 9am and on other days her first lecture is not until 2pm, and this has made it hard for Hannah to stick to a regular sleep routine.

Hannah is enjoying the new social scene at university and is often out until the early hours of the morning at the weekend and ends up sleeping most of the day on Saturday and Sunday. Recently, even when she is not out Hannah has been working until after midnight in the library, trying to meet deadlines. This has meant that Hannah has already missed three of the 9am lectures in the last two weeks as she struggles to get up on time. Hannah is really worried about getting behind in her studies; she worked really hard to get into university and doesn't want to waste the opportunity.

She knows her family will be really disappointed if they found out she was missing lectures. Hannah is also finding that not getting enough sleep is making it hard for her to focus on her studies and she rarely finds time to exercise anymore. Hannah used to run three times a week and really misses it.

What are the new sleep related challenges Hannah is facing since starting university?

• Hannah now has to manage getting up and her sleep routine independently since moving away from home.

• Hannah also has a variable routine with different start times each day making it hard to maintain a consistent sleep routine.

• There are a lot of late night social events and activities, making it hard for Hannah to go to bed on time.

What are the consequences of Hannah not getting enough sleep?

• Hannah could fall behind in her studies, this could affect her progression on the course or her final degree result. In the long term this may affect her career options.

• Not being able to focus will also affect Hannah's ability to achieve her potential on her course.

• Not being able to exercise could affect her wellbeing and impact her sleep further.

• Missing lectures could affect her relationship with her family.

What advice could be offered to Hannah?

• Hannah could try and maintain a consistent routine during the week by getting up and going to bed at a similar time each morning and evening.

• Hannah could fit her running in on the days her lectures start later.

• Hannah could compromise and try and not stay out as late on one of the nights at the weekend.

• Hannah could speak to her housemates, they could agree to wake each other up when they have early starts together.

Samay has just started his first full-time job. He works 8am–4pm Monday to Friday and commutes into the city by train. This means Samay is the first one up and out of the house. When Samay was at college, he didn't start until 10am and it was just a 20 minute walk, so he is really struggling with the early start.

Samay has missed the train a few times so had to pay extra for a new ticket and was 30 minutes late for work. His boss raised the issue in his performance review meeting, and Samay is worried this could affect his chance of promotion in the company in future. Samay has always been into gaming and stays up late gaming online with his friends from college - most of them are at university or working locally so don't have to get up early. Samay often finds it takes a while to get to sleep after gaming but he doesn't want to give it up even though he knows he needs much more sleep.

Being late has caused arguments with his parents and being tired means Samay easily gets angry, making things worse. Samay misses his 20 minute walk in the morning as he finds it hard to be motivated to do any other exercise.

What are the new sleep related challenges Samay is facing since starting a full-time job?

- Samay has to manage getting up independently as his family get up later.

- Samay has to get up a lot earlier than he is used to.

- Samay's journey is now reliant on public transport so he must meet the train times.

- Samay still wants to connect with his friends through online gaming but this is keeping him up late.

- As Samay is using screens late at night, this is likely affecting his ability to fall asleep and the quality of his sleep.

What are the consequences of Samay not getting enough sleep?

- Samay has been late for work, if this continues Samay's boss may have to take disciplinary action.

- In the long run Samay could lose his job, and he may also not get promotions to new roles if his boss thinks he is unreliable.

- Missing the train means Samay has to pay for an extra ticket.

- Samay is getting angry and losing his temper more easily due to being tired, which is affecting his relationship with his family.

What advice could be offered to Samay?

- Samay could set a time to sign off from gaming and have some downtime before bed.

- He could organise different activities to catch up with his college friends during the day (at the weekends)

- Samay could try and add some walking into his journey especially in the morning e.g., get off a stop earlier and walk the last part of the journey, or go for a quick walk during his lunch break or at the end of the day (as he finishes a bit earlier that some workplaces).

- Samay could discuss changing his hours with his boss, or look into longer term solutions, such as finding work closer to home or moving closer to work.