

# Evening Routine Checklist

A relaxing nightly checklist to help you wind down, unplug, and prepare for restful sleep.

## Wrap Up the Day

- Set a gentle reminder to begin winding down before bed
- Finish or pause any work and close your laptop
  - A clear stop time protects your evening from spillover stress.
- Do a quick review of what went well today
- Jot down any lingering worries or to-dos to clear your mind
- Decide on a realistic bedtime and stick close to it

## Unplug and Dim Down

- Put your phone on charge away from the bed
- Switch off bright overhead lights and use soft lamps
- Stop screens at least 30 minutes before sleep
  - Bright screens can make it harder for your body to feel sleepy.
- Turn on night mode or warm lighting if you must use a device
- Lower the volume of the house and reduce stimulation

## Tidy and Prepare for Tomorrow

- Do a quick 10-minute tidy of shared spaces
- Load or run the dishwasher and wipe the kitchen counters
- Lay out clothes and pack your bag for tomorrow
- Prep or plan breakfast and any lunches
- Check tomorrow's calendar so mornings feel calmer

## Personal Care

- Wash your face and follow your skincare routine
- Brush and floss your teeth
- Take a warm shower or bath to relax your muscles
  - A warm shower can help your body cool down and feel sleepy.
- Change into comfortable sleepwear
- Take any evening medication or supplements

## Relax and Unwind

- Read a few pages of a book instead of scrolling
- Do some gentle stretching or a few yoga poses
- Write in a journal or note three good things from the day
- Listen to calm music, a podcast, or quiet sounds
- Practice slow breathing or a short relaxation exercise

## Settle in for Sleep

- Set tomorrow's alarm and double-check the time
- Make the bedroom cool, dark, and quiet
- Drink a small glass of water and limit late fluids
- Take a few slow breaths and let your body relax into the bed

If your mind races, note the thought and return to your breath