A busy mind at night

Write down tomorrow's worries and tasks earlier in the evening.

Worries and unfinished tasks tend to come to mind at bedtime, when it is quiet. If you go through them earlier in the evening, fewer turn up in bed.

How to do it

1. Early in the evening, at least two hours before bed, sit down with this sheet for ten to fifteen minutes.
2. In the left column, write whatever is on your mind: tasks, problems, worries.
3. In the right column, write the next small step you could take, and when. If there is nothing you can do, write "nothing to do tonight".
4. Fold the page and leave it somewhere outside the bedroom.
5. If the thoughts come back in bed, remind yourself: "I have dealt with that as far as I can today. It is written down."

What is on my mind	Next step, and when

If thoughts still come in bed

- Keep a notepad by the bed. Write one line and let it go.
- Say a neutral word such as "the" slowly in your head, over and over. It blocks other thoughts without waking you up.
- Picture something calm in detail: a walk you know well, step by step.

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