



## Too Much Work On My Mind Before Bed

Some people are able to work right until bedtime and go to sleep immediately. Many people however, cannot and need to slow and shift their minds before they sleep. If you are having trouble getting to sleep because you can't stop thinking about work then there are a few things you need to do to help. Here are some steps to help:

- **Establish if you have too much on your plate:** These modern days seem to require more from people than times even a few years ago. People are being pushed to do more with less and many people feel obligated to keep working well into the evening. Ask yourself this: Why am I working into the evening? Am I bringing work home that should be done at work? Do I have more to do than is reasonably possible in a normal day? Is this just a short-term issue or is this becoming a pattern? If you notice that your answers lead you to believe that you have too much to do and not enough time in the day to do it, you may have to cut back. Make a list of essential and non-essential task you need to do each day. Do you have too many on your essential list? However, try to make sure you get your tasks from the essential list done before you work the non-essential list.
- **Learn to say No!:** Now we don't mean that you should get aggressive and be rude but if you already have too much to do and think about, then do not take on any new projects or tasks until you have completely cleaned your plate and have some breathing room. You will be surprised how easy it is to say "No" and how easily people accept your refusal. You need to be responsible for your own boundaries.
- **Structure your day so you won't work So long:** It is important that you take charge of your day. This means you need to structure your time, particularly in the evening. Make a point in the evening when you won't work anymore or think about your business. Make that point no later than 8 PM. If you find yourself wandering back to work or thinking about work, say to yourself "No...just stick your plan...this work can wait for tomorrow." Let the thought wander out of your mind and focus on a pleasant thought or experience.
- **Get ready for the next day:** If you create a ritual for yourself it will help you switch off the work-related thoughts and turn on the thoughts about yourself and your family. So at the end of your workday, make a list of what you are going to do tomorrow. This planning ritual gives your mind the message "I'm done for the day" and will help you feel more secure that you are ready for tomorrow.
- **Find something pleasant to think about:** Finally it is important to think of relaxing, positive things to allow your mind to relax. You need to have something pleasurable to think about. Find a hobby, engage an old hobby, plan a trip, write a book, or whatever but do try to engage your mind with pleasurable thoughts to prepare you for a restful sleep.