

# 7 Steps to Quiet Your Mind: Interactive Workbook

*Turn nighttime overthinking into peaceful sleep with these 7 steps. Includes templates, scripts, and trackers.*

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## 1. Worry Window Template

**Purpose:** Designate a 20-minute evening time to process worries so bedtime is for rest.

### Steps:

- Choose a consistent time (2–3 hours before bed)
- Sit in the same chair outside your bedroom
- Set a timer
- Write down all racing thoughts
- Stop when timer ends

### Prompts:

- What situations am I replaying?
- What decisions do I need to make?
- What am I afraid will happen tomorrow?
- Which problems need action vs. which I can't control?

### Your Worry Window Notes:

- ☐ 1. \_\_\_\_\_
- ☐ 2. \_\_\_\_\_
- ☐ 3. \_\_\_\_\_
- ☐ 4. \_\_\_\_\_
- ☐ 5. \_\_\_\_\_

*Try Tonight:* Schedule your worry window tomorrow and write three things on your mind.

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## 2. Brain Dump Journal

**Purpose:** Clear your mind before bed.

**Prompts:**

- "Tomorrow I'll handle..."
- "I'm grateful for..."
- "I release worry about..."
- "Three good things from today were..."
- "I give myself permission to rest because..."

**Your Brain Dump Section:**

-  1. \_\_\_\_\_
-  2. \_\_\_\_\_
-  3. \_\_\_\_\_
-  4. \_\_\_\_\_
-  5. \_\_\_\_\_

**Two-Minute Rule:**

- Write thoughts immediately if <2 minutes
  - If longer, write "Address tomorrow" and move on
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## 3. 4-7-8 Breathing Tracker

**Purpose:** Calm your nervous system and stop overthinking.

**Steps:**

1. Exhale completely through your mouth

2. Inhale through your nose for 4 counts
3. Hold for 7 counts
4. Exhale through your mouth for 8 counts
5. Repeat 3–4 cycles

**Practice Tracker:**

Date	Times Practiced	Notes / Feelings

## 4. Progressive Muscle Relaxation Tracker

**Purpose:** Release physical tension to calm your mind.

**Steps:**

- Tense toes 5 seconds, release
- Move through calves, thighs, abdomen, arms, face
- Finish with 3 deep breaths
- Optional: Cognitive shuffling (visualize random objects)

**Relaxation Log:**

Date	Duration	Notes / Feelings

## 5. Bedtime Relaxation Routine Checklist

**Purpose:** Build a consistent bedtime routine to signal your brain that sleep is coming.

**Routine (30 min, 1 hour before bed):**

- ☒ Put devices away
- ☒ Write in journal (5 min)
- ☒ Gentle stretches or yoga
- ☒ Dim lights
- ☒ Herbal tea (chamomile/passionflower)
- ☒ Read fiction (10–15 min)
- ☒ Gratitude or breathing exercises

### Your Routine Tracker:

Activity	Completed (Y/N)	Notes

## 6. Scripts to Calm Your Mind

**Purpose:** Interrupt anxious thought loops at night.

### Core Scripts:

- 🌙 “This thought can wait until morning.”
- 🌙 “Rest is productive. My brain needs sleep to work well tomorrow.”
- 🌙 “I’ve done enough thinking. Time to recharge.”
- 🌙 “My bed is for rest, not solving problems.”
- 🌙 “I trust tomorrow-me will handle it.”

### Your Custom Scripts:

- ☐ 1. \_\_\_\_\_
- ☐ 2. \_\_\_\_\_
- ☐ 3. \_\_\_\_\_

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## 7. Handling 3AM Wake-Ups

**Purpose:** Avoid anxiety and racing thoughts during nighttime awakenings.

**3AM Rule:** If awake >20 min, get up immediately.

**Steps:**

- ☒ Go to another room with dim lighting
- ☒ Sit in chair (don't lie down)
- ☒ Write thoughts for 5–10 minutes
- ☒ Do gentle stretches or breathing
- ☒ Read calming material
- ☒ Return to bed when sleepy

**Your 3AM Notes / Plan:**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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## Relationship Gratitude Template

**Purpose:** Reduce relationship overthinking and stress.

**Person Appreciation Notes**

**Optional Conversation Plan:**

“Tomorrow I want to talk with [person] about [topic].”

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## Daily Habits Tracker

**Core Habits:**

- ☒ Morning Movement – 10 min walk/stretch
- ☒ Afternoon Caffeine Cutoff – after 2 PM

- ☒ Evening Tech Boundaries – devices away 1 hour before bed
- ☒ Consistent Sleep Schedule – same bedtime & wake time

Date	Habit Completed	Notes / Feelings

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## Small Steps Toward Peaceful Sleep

- Start with **one technique tonight**
- Track progress daily
- Be patient; habits take time
- Peaceful sleep is your right; reclaim it