



2-Week Sleep Diary Worksheet

Track your sleep patterns to identify what helps and what hurts your rest

Better Sleep Project

Evidence-Based Sleep Education

How to Use This Diary

- Fill this out each morning within 30 minutes of waking.
- Be honest — there are no right or wrong answers.
- Bring your completed diary to your sleep provider appointment.

Column Explanations

Date

The date you are reporting on.

Bedtime

What time you got into bed.

Lights Out

What time you actually tried to fall asleep.

Time to Fall Asleep (min)

Your best estimate of how many minutes it took to fall asleep.

Night Wakings (#)

How many times you woke up during the night.

Wake Time (min)

Total minutes you were awake during the night (not counting the initial time falling asleep).

Final Wake

What time you woke up for good in the morning.

Out of Bed

What time you actually got out of bed.

Sleep Quality (1–5)

Rate your sleep: 1 = very poor, 2 = poor, 3 = fair, 4 = good, 5 = very good.

Naps

Any naps taken — note the time and duration.

Last Caffeine

What time you last consumed caffeine (coffee, tea, soda, energy drinks).

Notes

Anything notable: medications, stress, exercise, alcohol, screen time, unusual events.

Tip: Filling in the diary right after waking gives the most accurate results. Don't worry about being exact — your best estimate is fine.

Week 1

Name: _____ Start Date: _____

Date	Bedtime	Lights Out	Time to Fall Asleep (min)	Night Wakings (#)	Wake Time (min)	Final Wake	Out of Bed	Sleep Quality (1-5)	Naps (time & duration)	Last Caffeine	Notes

Sleep Quality Scale: 1 = very poor | 2 = poor | 3 = fair | 4 = good | 5 = very good

Calculate Your Sleep Metrics

Use the data from your diary to calculate these key sleep metrics. Your sleep provider will use these numbers to guide treatment decisions.

How to Calculate

- **Total Time in Bed (TIB)** = Out of Bed time – Bedtime
Example: Out of bed 7:00 AM, Bedtime 11:00 PM → TIB = 8 hours
- **Total Sleep Time (TST)** = TIB – Time to Fall Asleep – Night Wake Time
Example: TIB 8 hrs, 20 min to fall asleep, 30 min awake at night → TST = 7 hrs 10 min
- **Sleep Efficiency** = (TST ÷ TIB) × 100
Example: TST 7.17 hrs ÷ TIB 8 hrs × 100 = 89.6%

Night	Bedtime	Out of Bed	Total Time in Bed (TIB)	Time to Fall Asleep (min)	Night Wake Time (min)	Total Sleep Time (TST)	Sleep Efficiency %
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
AVG							

Sleep Efficiency Targets	
Below 75%	Significant room for improvement
75–84%	Moderate — behavioral strategies can help

85%+	Good sleep efficiency (this is the clinical target)
Above 90%	Excellent

Tip: Your sleep diary is the most powerful tool for understanding your sleep. Patterns that emerge over 2 weeks often reveal actionable changes.

Remember: Bring this completed diary to your next appointment. The data you've collected will help your sleep provider develop a personalized treatment plan.



About Better Sleep Project

Better Sleep Project provides evidence-based sleep education for patients. Our resources are developed using published research from the American Academy of Sleep Medicine (AASM), the National Institutes of Health (NIH), and peer-reviewed sleep medicine journals.

Sleep diaries are recommended by the AASM as a standard tool for evaluating insomnia and other sleep disorders. This worksheet follows the consensus format used in clinical sleep medicine practice.

[Visit **bettersleepproject.com** for more guides](https://bettersleepproject.com)

This worksheet is for general education only. It is not medical advice. Always consult your healthcare provider for personalized sleep evaluation and treatment.

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