

Graphing Sleep Diary Information

The Excel file “Insomnia Template” allows you to enter up to 21 days of sleep diary data, providing graphs to share with your patient. These graphs provide a quick visual of the consistency of the patient’s sleep-wake patterns, as well as helping you identify specific areas to target during treatment. The following provides you with instructions on how to use the Excel file.

1. Open the Insomnia Template and save the file with a unique name for your patient.
 2. There are two worksheets within the file, with the tabs marked “DATA” and “GRAPHS.” First click on the DATA tab.
 3. Enter the sleep diary data in the blue cells. The columns are defined as follows:
 - a. *In Bed Time*: time the patient got into bed (entered as a number, see below)
 - b. *Tried to Sleep*: time the patient tried to go to sleep (entered as a number, see below)
 - c. *Wake Time*: final wake time in the morning (entered as a number, see below)
 - d. *OOB Time*: time the patient got out of bed for the final time in the morning (entered as a number, see below)
 - e. *SOL*: patient-reported sleep onset latency (entered as hours)
 - f. *NWDur*: patient-reported duration of all night wakings combined (entered as hours)
 4. When entering time as a number a 24-hour clock should be used (e.g., 6:25 a.m. = 6.42, 9:45 p.m. = 21.75, 11:30 p.m. = 23.50). There is a chart in column L that provides a conversion of minutes to decimals.
 5. If there is a time after midnight a continuous 24-hour clock should be used (e.g., 1:30 a.m. = 25.50, 3:15 a.m. = 27.25).
 6. If there are fewer than 21 days of data, highlight the empty rows with blue cells, right click, and delete those rows.
 7. The averages (row highlighted in yellow) need to be entered into the top of the corresponding graphs on the GRAPHS tab (replace XX by double clicking on text and entering the values).
 8. Once the averages have been entered, you can print all 6 graphs on a single page (make sure that you have not selected a single graph when you go to print).
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