

Hydration + Caffeine Smart Guide

Water goals • Flavor ideas • Caffeine timing • Energy without the crash • School-day plan

Printable + practical wellness resource | Updated January 12, 2026



Table of Contents

1. Quick Start (2 minutes)
2. Hydration Basics (what counts, what doesn't)
3. Your Water Goal (simple formulas + reality checks)
4. School-Day Hydration Plan (morning → afternoon)
5. Flavor Ideas + “Hydration Upgrade” Recipes
6. Caffeine Smart (timing, dose, hidden sources)
7. Energy Without the Crash (food + movement + light + breathing)
8. Special Situations (teaching days, coaching, meetings, travel, cold weather)
9. Bathroom Logistics (yes, really) + classroom-friendly tips
10. Quick Tools: trackers, checklists, posters, and a 7-day reset

1. Quick Start (2 minutes)

The 3-2-1 Hydration + Caffeine Rule

3 water moments • 2 smart caffeine guardrails • 1 quick energy reset

- 3 water moments: (1) within 60 minutes of waking, (2) mid-morning, (3) after lunch.
- 2 caffeine guardrails: (1) wait 60–90 minutes after waking, (2) set a “caffeine curfew” 8–10 hours before bedtime.
- 1 quick reset: 60 seconds of breathing + posture + light movement when you feel the slump.

If you only do ONE thing this week:

Carry a bottle you actually like and finish it by lunch. Refill once. That’s the whole game.

Your “starter kit” checklist:

- ☐ A 20–32 oz bottle (with a lid you can open one-handed).
- ☐ A simple flavor option (lemon wedge, electrolyte packet for workouts, or mint).
- ☐ A caffeine plan: your usual drink + a cut-off time.
- ☐ A snack plan: protein + fiber to prevent the crash (examples later).

2. Hydration Basics

Hydration isn't just "drink more water." It's keeping your body supplied so your brain, mood, and energy stay steady—especially on busy school days.

What counts as hydration?

Option	Notes
Plain water	Best baseline. Cold, room temp, sparkling—all count.
Unsweet tea / lightly sweetened tea	Counts, but note caffeine timing.
Milk / unsweetened milk alternatives	Hydrating and nutrient-dense.
Fruit + veggies	High water foods (berries, oranges, cucumbers, lettuce, soups).
Electrolytes	Helpful for heavy sweating, long days outdoors, or illness—use purposefully.

What **doesn't** count as a great hydration strategy?

- Chasing dehydration with high-sugar drinks (energy spikes → crash → more cravings).
- Relying on caffeine alone to feel awake (you'll borrow energy from later).
- Going from "nothing all morning" to chugging a huge amount at once (bathroom sprint + diluted electrolytes).

Hydration signs you can actually use

Look for patterns, not perfection:

- Steady energy (less 2–3 pm slump)
- Headaches decrease
- Fewer "snack emergencies"
- Urine is pale yellow most of the day (not clear all day, not dark most of the day)
- Less dry mouth / scratchy throat

3. Your Water Goal

Most people do better with a *range* instead of one magic number. Use one of these simple approaches and pick what feels realistic.

Option A: Bottle math (simple + practical)

Choose your bottle size and set a finish line:

Bottle size	Goal by lunch	Goal by end of day
20 oz	1 bottle	2 bottles (40 oz)
24 oz	1 bottle	2 bottles (48 oz)
32 oz	½–1 bottle	1½–2 bottles (48–64 oz)

Option B: Body-based range (for people who like numbers)

A common starting range is **0.5–0.7 ounces per pound of body weight per day**, then adjust for sweat, heat, and caffeine.

Reality check: if this number feels overwhelming, start with “finish one bottle by lunch + refill once.”

When you may need MORE:

- Outdoor duty, coaching, or lots of steps
- Hot classrooms or lots of talking
- High-protein diets, high-fiber days
- Illness, fever, vomiting/diarrhea (pair with electrolytes)

When you may need LESS (or spread it out):

- If chugging makes you nauseous or constantly running to the restroom
- If your urine is clear all day and you feel “washed out” (may be overdoing it)
- If you have a medical condition with fluid limits—follow your clinician’s guidance

Quick self-check: Are you under-hydrated?

Common signs on school days:

- Afternoon headache
- Dry lips + dry eyes
- Feeling “hangry” or craving salty/sweet snacks
- Brain fog / irritability
- Dark urine for multiple restroom trips

4. School-Day Hydration Plan

The goal is steady sips—not marathon chugs. Use this plan as a default template and adjust to your schedule.

Time Window	Hydration Action	Why it works
Wake → 60 min	Drink 8–16 oz water (or finish $\frac{1}{4}$ bottle).	Rehydrates after sleep; helps morning energy.
60–90 min after waking	First caffeine (if you use it). Pair with food.	Better energy curve; fewer jitters.
Arrive → first planning	10–12 sips (set bottle where you can see it).	Visual cues = consistency.
Mid-morning	Aim to be $\sim\frac{1}{2}$ bottle down.	Prevents late-morning fatigue + headaches.
Lunch	Finish bottle. Refill.	“Reset point” that’s easy to remember.
After lunch	8–12 oz water + 3–5 minutes of movement.	Cuts the post-lunch slump.
Mid-afternoon	Last caffeine if needed *before your curfew*; otherwise water + snack.	Avoids late-day crash + sleep disruption.
After school	Refill for commute/workouts. Add electrolytes if sweating heavily.	Supports recovery and prevents evening cravings.

Make it even easier: choose a “water anchor” for each part of the day.

- Before first bell / first class
- Before lunch duty / lunch
- Before last class / dismissal

If bathrooms are a concern...

Try “front-loaded hydration”:

- More water in the morning and at lunch
- Smaller sips during the last two blocks

This keeps hydration high without constant afternoon trips.

5. Flavor Ideas + “Hydration Upgrades”

If plain water is hard, make it easier—not complicated. The best flavor plan is the one you’ll repeat.

Flavor combinations that don’t feel like a science project:

- Lemon + cucumber
- Orange + mint
- Lime + frozen berries
- Strawberry + basil
- Grapefruit + rosemary (or just grapefruit)
- Pineapple + ginger slice
- Sparkling water + a splash of 100% juice (small splash)

“Hydration Upgrade” recipes (fast + school-friendly)

Upgrade	How to make it	Best for
Salt + citrus (micro)	Add a squeeze of lemon + *tiny* pinch of salt to 20–32 oz.	Heavy sweat days; hot buildings.
Electrolyte packet	Use 1 packet in 20–32 oz (follow label).	Outdoor duty, coaching, long workouts.
Herbal iced tea base	Brew herbal tea, chill, pour over ice.	Caffeine-free flavor.
Fruit infusion bag	Frozen berries in a tea infuser.	People who want “real flavor.”
Hot hydration	Warm water + lemon or herbal tea.	Cold weather; sore throat; less thirst.

Avoid the “sweet trap”

If flavor keeps pushing you toward sugary drinks, try a step-down:

- ½ sweet tea + ½ unsweet tea
- flavored sparkling water
- water + a splash of juice

Your taste buds adapt within 1–2 weeks.

6. Caffeine Smart

Caffeine is a tool—not a personality. Used well, it helps focus and performance. Used poorly, it steals sleep, spikes stress, and fuels the afternoon crash.

The two best rules (for most adults):

- Wait **60–90 minutes** after waking for your first caffeine.
- Set a **caffeine curfew**: last caffeine **8–10 hours** before bedtime (earlier if you’re sensitive).

Dose: how much is “smart”?

- Many adults do well with **50–200 mg** per serving.
- Total daily intake commonly stays at **≤ 400 mg/day** for healthy adults. If you’re pregnant, have heart rhythm issues, anxiety, or high blood pressure, ask your clinician about your best range.

Hidden caffeine sources

- Certain sodas
- Chocolate (especially dark)
- Pre-workout powders
- “Energy” teas and coffee shop refreshers
- Some headache medicines

Approximate caffeine amounts (common items)

Item (typical)	Approx. caffeine (mg)
Brewed coffee, 8 oz	80–120
Espresso, 1 shot	60–75
Black tea, 8 oz	40–70
Green tea, 8 oz	20–45
Cola, 12 oz	30–45
Energy drink, 16 oz	150–240+
“Pre-workout” (varies)	150–300+

Caffeine + hydration: do you need “extra water”?

Most moderate caffeine use still counts toward daily fluid. The bigger issue is behavior:

- Caffeine can replace water (so you *forget* to drink)
- Coffee shop drinks often add sugar and calories

Use caffeine intentionally, then return to water.

7. Energy Without the Crash

The “crash” usually comes from a combo of dehydration + low protein + blood sugar swings + too much sitting + not enough light. Here are fast fixes you can use in a hallway, classroom, or office.

The 60-second reset (do this first)

- Posture: feet grounded, shoulders down, chin slightly tucked.
- Breathe: inhale 4 seconds, exhale 6 seconds × 5 breaths.
- Move: 10 slow calf raises + 10 shoulder rolls.

Smart snack patterns (stabilize energy)

Option	Why it works	School-friendly examples
Protein + fiber	Slower digestion = steadier energy	Greek yogurt + berries; cheese stick + apple; hummus + carrots
Protein + crunch	Satisfies + stops grazing	Beef/turkey stick + nuts; edamame; roasted chickpeas
“Mini-meal”	Prevents the post-lunch slump	Half sandwich + fruit; leftovers; protein shake + banana

Light + movement strategies

- Get 2–5 minutes of outdoor light (or a bright hallway) after lunch when possible.
- Do a “standing meeting” for 5 minutes.
- Take the long way to the copier—micro-steps add up.
- If you coach/teach PE: use your movement blocks as your “energy reset,” then hydrate right after.

Caffeine rescue plan (when you really need it)

Try this order:

- 1) Water (8–12 oz)
- 2) Small snack (protein + fiber)
- 3) 3 minutes of movement
- 4) THEN a smaller caffeine dose (50–100 mg)

This reduces jitters and improves the “lift” without a hard crash.

8. Special Situations

Use these mini-plans when your day is not normal (which is most school days).

Long meeting / training day

- Bring a bottle + a backup (or plan a refill break).
- Drink before the meeting starts; sip during transitions.
- Choose smaller caffeine early, not huge caffeine late.
- Pack one “stable snack” (nuts, jerky, protein bar with fiber).

Outdoor duty / coaching / field day

- Start hydrated: drink 16 oz in the hour before.
- Use electrolytes if you’re sweating heavily for >60 minutes.
- Don’t wait for thirst—sip consistently.
- After: water + salty snack or normal meal.

Cold weather (when you forget to drink)

- Warm fluids count: herbal tea, warm water + lemon.
- Pair drinking with routine: every time you grade/answer emails, sip.
- Use soups, fruits, and high-water snacks.

9. Bathroom Logistics + Classroom-Friendly Tips

Hydration is a lot easier when you're not stressed about restroom timing. Here are strategies that work in real school schedules.

Front-load + taper (the practical approach)

- Drink more in the morning and at lunch.
- Shift to smaller sips the last two blocks.
- Avoid chugging right before dismissal or a long duty block.

If you teach back-to-back periods:

- Take 3–5 sips at the start of each class while students begin bell work.
- Use a bottle with a quiet lid/straw.
- Place the bottle in the same spot daily (visual habit).

Hydration etiquette that doesn't interrupt class

- Quiet bottle (no loud crinkle/ice)
- "Sip during independent work" rule
- Water stays off student materials
- Refill during transitions

Small systems prevent big annoyances.

10. Quick Tools

Use these pages as print-outs, email attachments, or staff room posters.

A. 1-Page Daily Tracker

Day	Bottle 1 (AM)	Bottle 2 (PM)	Caffeine notes
Mon	☐ Finished	☐ Finished	Time last caffeine: _____
Tue	☐ Finished	☐ Finished	Time last caffeine: _____
Wed	☐ Finished	☐ Finished	Time last caffeine: _____
Thu	☐ Finished	☐ Finished	Time last caffeine: _____
Fri	☐ Finished	☐ Finished	Time last caffeine: _____
Sat	☐ Finished	☐ Finished	Time last caffeine: _____
Sun	☐ Finished	☐ Finished	Time last caffeine: _____

B. Caffeine Curfew Poster

Set your Caffeine Curfew

If bedtime is: _____

Last caffeine by: _____ (8–10 hours before)

Rule of thumb: earlier is better if you're sensitive or working on sleep.

C. Energy Without the Crash Poster

Energy Without the Crash

When the slump hits:

- 1) Water (8–12 oz)
- 2) Snack (protein + fiber)
- 3) Move (3 minutes)
- 4) Optional caffeine (small dose)

Bonus: 60 seconds of 4-in / 6-out breathing.

D. 7-Day Hydration + Caffeine Reset

Use this when you feel stuck in the cycle of dehydration + too much caffeine + poor sleep.

Day	Hydration focus	Caffeine focus
1	Finish 1 bottle by lunch.	Wait 60–90 minutes after waking.
2	Add a mid-morning sip goal (½ bottle).	Reduce one serving size slightly.
3	Add flavor upgrade (citrus/mint).	Set curfew 10 hours before bed.
4	Front-load hydration; taper late afternoon.	No caffeine after lunch (test).
5	Add high-water snack (fruit/veg/soup).	Swap late caffeine for movement/snack.
6	Electrolytes only if heavy sweat day.	Keep total intake steady and earlier.
7	Choose your “default plan” to keep.	Pick your permanent curfew + dose.

Frequently Asked Questions

Q: I don’t feel thirsty—do I still need water?

A: Thirst isn’t always a reliable signal on busy days or in cold weather. Use habits (bottle by lunch) instead of waiting for thirst.

Q: Can I drink too much water?

A: Yes—rare, but possible, especially if you chug large amounts quickly. Aim for steady sips and consider electrolytes when sweating heavily.

Q: Why does coffee make me tired later?

A: Big doses can spike then crash, especially without food. Smaller doses + timing + hydration smooth the curve.

Q: I get headaches in the afternoon—water or caffeine?

A: Often dehydration + screen time + tension. Try water first, then posture/breathing, then small caffeine if needed.

Q: What’s the best bottle size?

A: The one you’ll actually carry. 20–32 oz works well for most people.

Next-Level Toolkit Add-Ons

These add-ons turn the guide into a complete, roll-out-ready toolkit for staff (and an optional student version). Use what fits your campus culture and schedule.

A. “Should I Have Caffeine Right Now?” Decision Tree (1-page tool)

Quick decision flow

Start here:

- 1) Have you had water in the last 2 hours? If NO: drink 8-12 oz first.
- 2) Is it within 60-90 minutes of waking? If YES: wait, then eat + hydrate.
- 3) Is it past your caffeine curfew (8-10 hours before bed)? If YES: skip caffeine.
- 4) Are you hungry or low on protein? If YES: snack (protein + fiber) first.
- 5) Still dragging? Choose a SMALL dose (50-100 mg) and stop there.

If you feel jittery/anxious: reduce dose, switch to tea, or use the 60-second reset instead.

B. “Hydration Station” Setup Guide (staff-room friendly)

Goal: make the healthy choice the easy choice by building a small hydration corner.

What you need (simple version)

- Pitcher or dispenser (or a spot by the sink)
- Disposable cups OR a “bring your bottle” sign
- Flavor add-ons: lemon/lime wedges, cucumber slices, mint, frozen berries
- Optional: electrolyte packets labeled “Use for heavy sweat days”
- Mini sign: “Finish one bottle by lunch”

5-minute weekly routine

1. Pick a “Flavor of the Week” (one option).
2. Stock lemons/mint/berries (keep it minimal).
3. Post the weekly tracker or challenge card nearby.
4. Reset the area on Friday (wipe, refill supplies).

C. 14-Day Hydration + Caffeine Mini-Challenge (ready to run)

Use this as a quick staff challenge with optional prizes/raffles.

Day	Hydration micro-goal	Caffeine micro-goal	Bonus (optional)
1	Finish 1 bottle by lunch.	Wait 60-90 min after waking.	Add 2-min walk
2	Set bottle in same spot all day.	Pair caffeine with food.	Add protein snack
3	Add flavor (citrus/mint).	Reduce one serving size slightly.	5 deep breaths
4	Front-load AM + lunch.	Set curfew 10 hrs before bed.	Outside light 2 min
5	Add high-water snack.	No caffeine after lunch (test).	Stretch calves/hips
6	Refill immediately after lunch.	Switch late coffee to tea (if needed).	Stairs once

7	Hit 2 bottles total (or your range).	Keep caffeine earlier.	Early bedtime plan
8	Repeat Day 1 (consistency).	Small dose only.	Move 3 min
9	Add electrolytes ONLY if heavy sweat.	No “double-shot” day.	Balanced lunch
10	Drink 8-12 oz before meetings.	Curfew stays firm.	Phone-free 5 min
11	Sip at start of each class/transition.	Stop at 200 mg total (or your cap).	Walk during planning
12	Hot hydration (tea/warm water).	No caffeine after lunch (repeat).	Posture reset
13	Finish bottle 1 by lunch, bottle 2 by end.	Choose your default dose.	Prep tomorrow’s bottle
14	Pick your permanent routine.	Write your curfew + keep it.	Celebrate the wins

D. Label-Reading Cheat Sheet (hidden caffeine + serving-size tricks)

- Always check: serving size, caffeine per serving, and number of servings per container.
- Watch for stimulant add-ons: guarana, yerba mate, taurine (often means more stimulation).
- If sugar is high (or it’s a “coffee dessert”), expect a crash unless you pair with protein/fiber.
- If you’re sensitive: choose tea, half-caff, or smaller sizes.

Quick red flags

- You don’t know the caffeine amount
- Multiple servings per can/bottle
- Added stimulants + high sugar
- It’s late in the day and you’re using caffeine to “push through” (sleep will pay the bill)

E. Personalization Pages (make it automatic)

Print these pages and keep them at your desk for two weeks.

My top hydration barriers	My solutions (simple)
1.	
2.	
3.	

My default plan (school-day)	Details
Bottle goal (by lunch / by end of day)	
Caffeine plan (first time / last time / dose)	

Optional Student Version (1–2 pages for SHAC / student use)

This section is written for high school students and can be printed as a handout or used at a SHAC pop-up table.

Student Hydration Game Plan

- Bring a bottle you'll actually carry.
- Drink before first period (a few big sips).
- Finish 1 bottle by lunch and refill once.
- After lunch: water + a short walk = better energy for afternoon classes.
- Sports/PE: sip consistently; add electrolytes only for heavy sweating or long practice.

Caffeine for Teens (simple, safe guidance)

- Energy drinks are not recommended for kids/teens.
- If you use caffeine, keep it small and earlier in the day (avoid late afternoon/evening).
- A commonly suggested limit for ages 12–18 is about 100 mg/day (varies by person).
- Caffeine late in the day can wreck sleep, and bad sleep makes you crave more caffeine tomorrow.
- If you feel anxious, shaky, or your heart races: stop caffeine and hydrate; talk with a trusted adult if it keeps happening.

Energy without energy drinks

Try this instead:

- Water (8-12 oz)
- Snack (protein + fiber): yogurt, cheese + fruit, nuts, hummus
- 2-3 minutes of movement

This boosts energy without the crash.

10-Minute Mini-PD Script (staff meeting ready)

Use this as a quick talk track. You can deliver it in 10 minutes or split it into two 5-minute segments.

Slide/Section 1 (2 minutes): Why hydration + caffeine matters

- Hydration supports focus, mood, and steady energy.
- Caffeine can help - or it can steal sleep and trigger the afternoon crash.
- We're aiming for simple habits that work on real school schedules.

Slide/Section 2 (3 minutes): The 3-2-1 rule

- 3 water moments: within 60 minutes of waking; mid-morning; after lunch.
- 2 caffeine guardrails: wait 60-90 minutes after waking; set a caffeine curfew 8-10 hours before bed.
- 1 reset: 60 seconds breathing + posture + movement when the slump hits.

Slide/Section 3 (3 minutes): The slump rescue plan

5. Water (8-12 oz).
6. Snack (protein + fiber).
7. Move (3 minutes).
8. Optional small caffeine dose (50-100 mg) before curfew.

Slide/Section 4 (2 minutes): Challenge + next steps

- Try the 14-day mini-challenge (finish 1 bottle by lunch + refill once).
- Post the posters in the staff room and near copiers.
- Pick one tiny upgrade to keep long-term.

Publisher-Quality Upgrades (No-QR Edition)

This section adds advanced tools, ready-to-run kits, and teacher-specific playbooks to make the resource district-rollout ready.

1) Hydration + Caffeine Audit (2-page self-check)

Use this audit once, then again in 14 days to measure progress.

Area	Quick check (circle/mark)	My next step
Water pattern	☐ Consistent ☐ Spiky ☐ Barely any	_____
Morning hydration	☐ Yes ☐ Sometimes ☐ No	_____
Midday refill	☐ Yes ☐ Sometimes ☐ No	_____
Afternoon headaches	☐ Often ☐ Sometimes ☐ Rare	_____
Caffeine timing	☐ Smart ☐ Mixed ☐ Late	_____
Total caffeine	☐ Low ☐ Moderate ☐ High	_____
Sleep quality	☐ Good ☐ OK ☐ Poor	_____
Slump (2–3 pm)	☐ Often ☐ Sometimes ☐ Rare	_____

Your 14-day prescription (write it down)

KEEP (3 habits):

- 1) _____
- 2) _____
- 3) _____

CHANGE (1 habit for 14 days):

- _____

My success cue (when/where I'll do it): _____

2) Coffee Shop Survival Guide

- Best for steady energy: smaller size + less sugar + paired with food.
- If you want strong flavor: choose a smaller drink before choosing extra shots.
- If you're sensitive: try half-caff or tea (especially after lunch).

If you usually order...	Try this instead (less crash)
Large sweet latte / flavored iced coffee	Small/medium latte + ½ sweetener or sugar-free flavor + water on the side
Coffee + pastry (only)	Coffee + protein add-on (Greek yogurt, egg bites, nuts, cheese, or a protein shake)
Afternoon refresher/energy tea	Sparkling water + snack; if caffeine needed: small tea before curfew

The “dessert drink” warning

Big sugar + big caffeine = fast energy... then a harder crash.

If you choose it: make it smaller, drink water first, and pair with protein/fiber.

3) Hydration for Talkers (Teachers + Coaches)

- Sip early and often: small sips between transitions beat chugging later.
- Warm fluids help in cold/dry air: herbal tea, warm water + lemon.
- Voice fatigue tip: avoid very sugary drinks that can leave the throat sticky/dry.
- Classroom cue: 3–5 sips at the start of independent work.

Throat-friendly mini-plan

AM: water + a few minutes of warm beverage

Mid-morning: refill checkpoint

Lunch: finish bottle + refill

Afternoon: smaller sips + warm option if needed

4) Headache / Brain Fog First Aid (Decision Ladder)

9. Water first (8–12 oz).
10. If you were sweating/heated or ill: consider electrolytes (see guide).
11. Snack: protein + fiber (stabilize energy).
12. Posture + eyes: shoulders down, chin tucked; look 20 feet away for 20 seconds; blink.
13. Caffeine check: only if before curfew and you haven't already overdone it—use a small dose.

Common school-day culprits

Dehydration • screen time • tension (neck/shoulders) • skipped meals • late caffeine • sugary drinks

5) Bathroom Strategy Playbook

- Front-load hydration: more water in the morning and at lunch.
- Taper late afternoon: smaller sips the last two blocks.
- Plan refills: pick two consistent refill windows (ex: planning + lunch).
- Avoid chugging right before long duty blocks.

Schedule type	Best hydration windows	Taper strategy
Back-to-back periods	Start of class + transitions + lunch	Small sips after lunch, larger AM
Block schedule	Mid-block break + lunch + end of block	Finish bottle by lunch; sip late block
Coaching/after-school	Before practice + during transitions + after	Electrolytes only if heavy sweat

6) Electrolytes Guide (When to use vs when to skip)

Use electrolytes when:

- You're sweating heavily for 60+ minutes (coaching, outdoor duty, long workouts).
- Hot environments + lots of activity.
- You're sick with vomiting/diarrhea (follow clinician guidance if needed).

Skip electrolytes when:

- Normal indoor days with light activity.
- You're using them as a daily habit "just because."

- You're trying to replace meals with electrolyte drinks.

Simple rule

Water is the default. Electrolytes are a tool for heavy sweat or illness—not a daily requirement.

7) Slump-Proof Lunch Guide

- Aim for: protein + fiber + water (and some color on the plate).
- Avoid: huge sugar + low protein lunches (bigger crash).
- If lunch is rushed: build a mini-meal + snack combo.

Template	What it includes	Examples
Protein + fiber plate	Protein + whole grain/beans + fruit/veg	Chicken/beans + salad; turkey sandwich + fruit
Mini-meal	Half portion + snack later	Half sandwich + yogurt; leftovers + fruit
Cafeteria-friendly	Choose protein anchor	Add milk/Greek yogurt + fruit; entrée + side salad

8) Caffeine Sensitivity Guide

Signs you may need less:

- Jitters, anxiety, racing heart, reflux, or headaches after caffeine
- Trouble falling asleep or waking during the night
- Needing more caffeine each week to feel the same effect

Step-down plan (keep it realistic):

14. Reduce serving size (same drink, smaller).
15. Move caffeine earlier; set a stricter curfew.
16. Switch one serving to tea or half-caff.
17. Replace late caffeine with the slump rescue plan.

Key message

Sensitivity isn't weakness—people metabolize caffeine differently. The goal is steady energy, not intensity.

9) Staff Challenge Launch Kit (copy/paste)

Email (copy/paste)

Subject: 14-Day Hydration + Caffeine Challenge

Team—We're kicking off a simple 14-day challenge to support steady energy and better sleep: finish one bottle of water by lunch, refill once, and protect your caffeine curfew (8–10 hours before bedtime). Each day you complete counts as an entry (bonus entry for completing all 14 days). Grab a tracker from the staff room and jump in—small habits, big payoff.

Raffle/entry options

- Option A: 1 completed day = 1 entry (honor system).
- Option B: Complete all 14 days = bonus entry.

- Option C: Team challenge by grade-level/department (friendly competition).

Reminder scripts (short)

- Week 1: “Bottle by lunch + refill once—keep it simple.”
- Week 2: “Curfew check—move caffeine earlier for better sleep.”

10) Student SHAC Pop-Up Station Kit (optional add-on)

- Station sign: “Hydration + Focus Without the Crash”
- Quick quiz cards (Myth vs Fact): caffeine timing, sugar crash, hydration anchors
- Passport stamp: “Hydration Pro” or “Caffeine Smart”
- Taste test vote: best fruit-infused water flavor (1–2 options only)
- Exit ticket: student picks 1 habit to try for 7 days

Station flow (fast)

- 1) 20-second myth question
- 2) 20-second tip
- 3) Student picks a habit + gets stamp
- 4) Optional flavor vote

11) Data + Impact One-Pager (Admin/Board/Grant Ready)

Use this page to explain why the initiative matters and how you'll measure impact—without adding staff workload.

Why it matters (simple)

Hydration + smart caffeine supports:

- Focus and classroom performance
- Mood and stress resilience
- Fewer headaches and afternoon fatigue
- Better sleep quality (and better next-day energy)

What we're doing

- Providing a staff-friendly guide and posters with simple, realistic habits.
- Running an optional 14-day challenge to encourage consistency.
- Adding a hydration station corner (minimal-cost) in staff spaces where possible.

Suggested metrics (easy)

- Participation count (trackers picked up / challenge sign-ups)
- Self-reported energy (quick 1-question poll pre/post)
- Optional: staff feedback on headaches/slump frequency (short survey)
- Optional: water refill station usage (if available)

Low-cost, high-return

This initiative relies on habit cues and existing routines. It's designed to be easy to adopt and sustainable.