



All of the service of Hashem is dependent upon the improvement of one's character traits.

Vilna Gaon - *Even Shleima*, Chapter 1

Hakaras HaTov - Gratitude Module Packet 3

מִצְרֵף לְכֶסֶף וְכֹר לְזָהָב וְאִישׁ לְפִי מִהֲלָלוֹ.

A refining pot is for silver and a furnace is for gold; and a man according to his praise.

Mishlei (Proverbs) Chapter 27, Verse 21

Rabbi Eliyahu Lopian explains:

The purity of a person's soul is determined by the degree to which he acknowledges and expresses thanks for the good done to him. The more he demonstrates Hakaras HaTov, the more exalted a spiritual level he displays.

Lev Eliyahu, vol. III (new edition), p. 333

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Contact Information

For additional information, please contact us at:

ACTT e-mail: info@actt613.org

ACTT web site: www.actt613.org

ACTT postal mailing address: ACTT
48 Edgemount Road
Edison, NJ 08817

Use of Material

The material in this *ACTT Module Packet* is intended for the use of the ACTT organization’s members and any other individuals interested in creating and sustaining meaningful changes in their lives. If an organization is interested in using this material, the ACTT organization would appreciate your contacting us. Thank you.

Version 20150416

ACTT Hakaras HaTov Module – Packet 3

Specific Goal Suggested for *Hakaras HaTov 3* Module

To wake up every day with a deep and profound sense of gratitude, appreciation and thanks for everything in one's life, big and small.

General Goal of *Hakaras HaTov* Module

To develop an awareness and a mindset that recognizes all the good that one receives and appropriately thanks the Giver/giver.

Module Duration

This module is part 3 of the *Hakaras HaTov - Gratitude* series and is scheduled for 192 days, including several catch-up days.

To Do List

- If you are not yet a member of the ACTT Organization, please fill out and submit a membership application either online or in the ACTT Welcome Kit on the Membership page of www.actt613.org
- Fill out the “ACTT Generic Commitment Form” for *Hakaras HaTov 3*, keep a copy for yourself and, optionally, submit a copy to the organization – see Module page of www.actt613.org
- On a daily basis:
 - Follow the Learning Schedule and record your *Hakaras HaTov* activity/action in your “ACTT Generic Daily Activity Log” for *Hakaras HaTov 3* – the *ACTT Activity and Action Ideas* has some suggestions – see Module page of www.actt613.org for the generic activity log and activity/action ideas
 - Record your maintenance activity/action (from another module, e.g., *Ahavas Chesed*, *Judging Favorably*, *Kavanah During Davening*, etc.) in your “ACTT Generic Activity Log” for *Hakaras HaTov 3* – the *ACTT Activity and Action Ideas* has some suggestions – see Module page of www.actt613.org for the activity log and activity/action ideas
- Participate in the chizuk activities, as desired:
 - ACTT *Hakaras HaTov 3* booster event (audio is on the Audio page of www.actt613.org)
 - Read inspirational material from sources recommended by the ACTT organization and also distributed by the ACTT organization
 - Recommend inspirational material to the ACTT membership and submit inspirational material to be distributed to all the ACTT members

***Hakaras HaTov* Resources**

The following are some resources for learning about *Hakaras HaTov*:

- Let There Be Rain - A lesson a day on making Gratitude a part of our lives by Rabbi Shimon Finkelman and Rabbi Zechariah Wallerstein; ArtScroll Mesorah Publications; ISBN: 1-42261-518-9
- The Garden of Gratitude by Rabbi Shalom Arush, translated by Rabbi Lazer Brody; published by Chut Shel Chessed Institutions, distributed by Feldheim Publishers; ISBN: 9-65750-203-9
- Thank You - Gratitude: Formulas, stories and insights by Rabbi Zelig Pliskin; Artscroll/Mesorah; ISBN: 1-57819-065-7
- Duties of the Heart (Chovos HaLevavos) by R. Bachya ben Joseph Ibn Paquda; Translated from Arabic into Hebrew by R. Yehuda Ibn Tibbon; English translation by Daniel Haberman; Feldheim Publishers; ISBN: 0-87306-765-7 - Introduction to Section Three: The Gate of Serving G-d (Shaar Shlishi: Shaar Avodas HaElokim)
- The Hakaras HaTov Initiative: www.ohrnaava.com/hakarashatov/
- Audio shiurim on the Internet:
 - Gratitude by Rabbi Dovid Gottlieb at www.torahmedia.com
 - HaKaras HaTov: Recognizing the Good by Rabbi BenTzion Shafier at www.TheShmuz.com
 - Hakoros Hatov: Thanks and No Thanks by Rabbi Paysach Krohn at www.torahmedia.com
 - Koheles: Hakaras Hatov by Rabbi Moshe Eisemann at www.torahmedia.com
 - The Challenge of Appreciation by Rabbi Yochanan Zweig at www.torahmedia.com

Prayer #11 - Acknowledging Good

by Rabbi Pinchas Winston

In Hebrew, the word for gratitude can mean "thanks", "praise" and "confession."

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The prayer called the *Shemoneh Esrai* "The Eighteen Blessings" is divided into three sections:

- praise
- requests
- thanks

The *Shemoneh Esrai* begins with praises of G-d and His greatness. Then, follow the blessings, each asking G-d for understanding, forgiveness, redemption, healing and so forth. The final section acknowledges that G-d is the Source of all life and good that comes our way.

It is this final section called *Modim* that we will explore now.

Most people will acknowledge the importance of showing appreciation for what they have, and openly admit how good they feel when people say "thank you" to them for doing a favor. They will also agree that saying "thank you" for receiving good makes the receiving of that good even sweeter. However, most people are unaware of just how important *hakores hatov* - "recognition of the good" -- really is.

According to Rashi, the 11th century commentator on the Torah, it was Adam's failure to acknowledge the good that G-d gave him, that helped guarantee his expulsion from the Garden of Eden.

According to tradition, when G-d questioned Adam about his eating from the Tree of Knowledge of Good and Evil, against the direct command of G-d, Adam pushed the blame off himself back onto G-d. Adam

said, "The woman that You gave to be with me - she gave me of the tree and I ate." Thereby implying: "If you hadn't given me a wife, G-d, I wouldn't have eaten from the tree in the first place!"

However, that's like buying your child a hammer to play with, with which he breaks a window. After being scolded for his carelessness, the child says to his angry parent: "What do you want from me? If you hadn't bought me the hammer, I wouldn't have broken the window!"

That's called adding insult to injury. Not only has the child failed to show appreciation to his benefactor for the gift he received, but, he turned the gift into a liability for which he had blamed his parent! How much of this can a parent handle?!

Had Adam only taken the blame on himself, say the rabbis, which would have stemmed from an appreciation of the gift of life and the gift of a wife, we'd all still be in the Garden of Eden!

Often, it is not much different with us.

Here G-d goes and gives us the gift of life, and, all the various different aspects that enhance our lives and those of others, and we barely feel appreciative; indeed we often feel down and blame G-d for it -- even criticizing Him. We use our bodies for sin and illicit pleasures, and then turn our backs on G-d. Many even go so far as to ignore His existence!

Thus, the *Modim* section of the *Shemoneh Esrai* focuses on the need to show appreciation for all the good in life, starting with the words:

We are thankful to You, for it is You, G-d, our G-d, and G-d of our Forefathers, for all eternity; Rock of our lives, Shield of our salvation are You from generation to generation. We shall thank You, and relate Your praise -- for our lives, which are in Your hand, and, for our souls which are entrusted to You, for Your miracles that are with us every day, and Your wonders and favors in every season, evening, morning, and afternoon.

When we say these words, we should focus our intention and imbue the words with a strong sense of gratitude.

Because she was grateful to G-d, Leah, the wife of Jacob, merited to have a son like Judah, whose Hebrew name, *Yehudah*, is based on the same Hebrew root as "praise," *l'hodot*, and "thanks," *modeh*.

Thus the Torah writes, "She became pregnant again, and gave birth to a son. She said, 'This time I will thank G-d.' Therefore she called him 'Yehudah' ..." (Genesis 29:35)

Not only did Leah name him this way, but, in doing so, she imbued him with the ability to be *modeh* as well, which not only saved Tamar's life, but earned him the right to be king of the Jewish people. For, the word *modeh* can mean either "thanks" or confession/admission," and it was Judah's admission in the incident with Tamar (Genesis 38:26) that Jacob, his father, praised on his deathbed when confirming his son's right to the throne (Genesis 49:8).

Lag B'Omer & Gratitude

by Rabbi Efreim Goldberg

Tony Robbin's secret to happiness and achieving success.

Reproduced with Aish HaTorah's permission from: www.aish.com/h/o/330/Lag_BOmer_Gratitude.html

Years ago, someone gave me a Tony Robbins cd to listen to. I was excited to hear what one of the most inspirational people of modern times would have to say and how it could change my life for the better. He started his talk by saying that he has the secret to both happiness and success. If you follow his advice and begin each and every day of your life exactly as he prescribes, he can all but guarantee you will find yourself both happier, and achieving your goals and dreams.

I was very eager to hear what his secret is.

What Tony Robbins said is correct, but for me, and for you, and for Jewish 3 year olds around the world, it was nothing new. The secret to happiness and to achieving success, he said, is to start every day of your life by expressing gratitude. As soon as you wake up, before doing anything else, say thank you. Be grateful and appreciative for being alive, having a roof over your head, having your health if you are lucky, your family, etc.

He continued that it isn't enough to think appreciatively, but you need to start your day by verbalizing and actually saying thank you out loud. If you do, the rest of your day is guaranteed to be successful and happy.

What Tony Robbins is teaching in the 21st century, Judaism has taught since its inception thousands of years ago. From an early age, we teach our children to wake up saying *Modeh ani lefanecha*, I am grateful to you G-d for the fact that I woke up, that I am alive to see another day, for the wonderful blessings in my life and for my relationship with You. It has been inculcated within us from our youth that we don't wake up feeling entitled, deserving and demanding. Rather, we wake up with a deep and profound sense of gratitude, appreciation and thanks.

In my experience, Tony Robbins is right. How we start our day has an incredible impact on how the rest of it will go. This week we will celebrate Lag B'Omer, the 33rd day of the Omer. Each day of the Omer is characterized by another kabbalistic attribute. Lag B'Omer is *Hod sh'b'hod*, the glory of glory, reflecting our appreciation of G-d's greatness and glory. The Hebrew word *hod* can be understood as coming from the same word as *hodu*, or *modeh*, meaning thanks. Lag B'Omer is a day characterized as "thankfulness within thankfulness," or a day to celebrate gratitude.

The Chassam Sofer, Rav Moshe Sofer says that the miraculous manna that fell from Heaven began to descend on Lag B'Omer. On the first day, the manna was undoubtedly greeted with great enthusiasm and appreciation, but as time went on and there was an increasing expectation the heavenly bread would descend, it became much easier to take it for granted and to forget to be appreciative for it at all. Therefore Lag B'Omer is a time that we identify and say thank you for all of the blessings that regularly descend into our lives, but unfortunately, like the manna, that we take for granted.

It is so easy to fall into a sense of entitlement and to forget to be grateful. Why should I thank my children's teachers? They're just doing their job. Why should I be so appreciative to the waiter, or the custodian, or the stewardess? Isn't that what they are supposed to do? When was the last time we said thank you to whomever cleans our dirty laundry? Do we express gratitude regularly to our spouse who shops, cooks dinner, or who worked all day to pay for dinner, or in some cases did both?

As we celebrate Lag B'Omer, let's not just say *modeh ani* in the morning and then quickly transition to feelings of entitlement. Let's remember to say thank you to the people who do extraordinary things in our lives. But even more importantly, let's especially express gratitude to the people who do the ordinary things that make our lives so filled with blessing.



ACTT Module Packet Appendix

- **ACTT Generic Commitment Form**
- **ACTT Learning Schedule**
- **ACTT Activity and Action Ideas**
- **ACTT Generic Daily Activity/Action Log**
- **ACTT Glossary**



ACTT Generic Commitment Form For Any Module

Remember, it is better to commit to less – you can always do more!

Please PRINT all information

This commitment does not constitute a vow; I am doing the following, bli neder

From ___/___/___ To ___/___/___

In memory of _____

As a zechus for:

a refuah shelaimah for _____

a shidduch for _____

parnassa for _____

other _____

- _____ *act(s) daily in a ☺ mood*

act(s) Name of current module

(ACTT recommends 1-2 acts daily – the *ACTT Activity/Action Ideas* has suggestions)

- *Performing one or more of the following maintenance activities in a ☺ mood*
(ACTT recommends a total of 1-2 acts daily – the *ACTT Activity/Action Ideas* has suggestions)

- ___ *Ahavas Chesed act(s)* *daily or* *weekly*
- ___ *Judging Favorably act(s)* *daily or* *weekly*
- ___ *Kavanah During Davening act(s)* *daily or* *weekly*
- ___ *Hakaras HaTov act(s)* *daily or* *weekly*
- ___ *Bitachon act(s)* *daily or* *weekly*
- ___ *Anger Management for Positive Results act(s)* *daily or* *weekly*
- ___ *Shmiras HaLashon act(s)* *daily or* *weekly*
- ___ *Emes – Telling the Truth act(s)* *daily or* *weekly*
- ___ *The Six Constant Mitzvos act(s)* *daily or* *weekly*
- ___ *Happiness act(s)* *daily or* *weekly*
- ___ *Forgiveness act(s)* *daily or* *weekly*
- ___ *Zerizus - Acting With Zeal & Alacrity act(s)* *daily or* *weekly*
- ___ *Emunah act(s)* *daily or* *weekly*

- *Learning ___ minutes daily from* (ACTT recommends 5 minutes daily):

Name of current module's source book (see current module's Learning Schedule)

Commitment Signature

Signed: _____ Date _____

☺ *Be happy with your ability to Improve Yourself and Grow!* ☺



Hakaras HaTov – Gratitude Module 3 Learning Schedule

Source Book: Let There Be Rain - A lesson a day on making Gratitude a part of our lives
by Rabbi Shimon Finkelman and Rabbi Zechariah Wallerstein

I am dedicating today’s learning of this sefer:

In memory of _____

As a zechus for:

a refuah shleimah for _____

a shidduch for _____

parnasah for _____

other _____

Learning Schedule

Date	Item	Date	Item	Date	Item	Date	Item
Sun 03/08/15	Forward	Thu 04/02/15	Catch Up	Mon 04/27/15	Lesson 45	Fri 05/22/15	Lesson 69
Mon 03/09/15	Forward	Fri 04/03/15	Lesson 21	Tue 04/28/15	Catch Up	Sat 05/23/15	Lesson 70
Tue 03/10/15	Forward	Sat 04/04/15	Lesson 22	Wed 04/29/15	Lesson 46	Sun 05/24/15	Catch Up
Wed 03/11/15	Preface	Sun 04/05/15	Lesson 23	Thu 04/30/15	Lesson 47	Mon 05/25/15	Lesson 71
Thu 03/12/15	About HHI	Mon 04/06/15	Lesson 24	Fri 05/01/15	Lesson 48	Tue 05/26/15	Lesson 72
Fri 03/13/15	Lesson 1	Tue 04/07/15	Lesson 25	Sat 05/02/15	Lesson 49	Wed 05/27/15	Lesson 73
Sat 03/14/15	Lesson 2	Wed 04/08/15	Lesson 26	Sun 05/03/15	Lesson 50	Thu 05/28/15	Lesson 74
Sun 03/15/15	Lesson 3	Thu 04/09/15	Lesson 27	Mon 05/04/15	Lesson 51	Fri 05/29/15	Lesson 75
Mon 03/16/15	Lesson 4	Fri 04/10/15	Lesson 28	Tue 05/05/15	Lesson 52	Sat 05/30/15	Lesson 76
Tue 03/17/15	Lesson 5	Sat 04/11/15	Lesson 29	Wed 05/06/15	Lesson 53	Sun 05/31/15	Lesson 77
Wed 03/18/15	Lesson 6	Sun 04/12/15	Lesson 30	Thu 05/07/15	Lesson 54	Mon 06/01/15	Lesson 78
Thu 03/19/15	Lesson 7	Mon 04/13/15	Lesson 31	Fri 05/08/15	Lesson 55	Tue 06/02/15	Lesson 79
Fri 03/20/15	Lesson 8	Tue 04/14/15	Lesson 32	Sat 05/09/15	Lesson 56	Wed 06/03/15	Lesson 80
Sat 03/21/15	Lesson 9	Wed 04/15/15	Lesson 33	Sun 05/10/15	Lesson 57	Thu 06/04/15	Lesson 81
Sun 03/22/15	Lesson 10	Thu 04/16/15	Lesson 34	Mon 05/11/15	Lesson 58	Fri 06/05/15	Lesson 82
Mon 03/23/15	Lesson 11	Fri 04/17/15	Lesson 35	Tue 05/12/15	Lesson 59	Sat 06/06/15	Lesson 83
Tue 03/24/15	Lesson 12	Sat 04/18/15	Lesson 36	Wed 05/13/15	Lesson 60	Sun 06/07/15	Lesson 84
Wed 03/25/15	Lesson 13	Sun 04/19/15	Lesson 37	Thu 05/14/15	Lesson 61	Mon 06/08/15	Lesson 85
Thu 03/26/15	Lesson 14	Mon 04/20/15	Lesson 38	Fri 05/15/15	Lesson 62	Tue 06/09/15	Lesson 86
Fri 03/27/15	Lesson 15	Tue 04/21/15	Lesson 39	Sat 05/16/15	Lesson 63	Wed 06/10/15	Lesson 87
Sat 03/28/15	Lesson 16	Wed 04/22/15	Lesson 40	Sun 05/17/15	Lesson 64	Thu 06/11/15	Lesson 88
Sun 03/29/15	Lesson 17	Thu 04/23/15	Lesson 41	Mon 05/18/15	Lesson 65	Fri 06/12/15	Lesson 89
Mon 03/30/15	Lesson 18	Fri 04/24/15	Lesson 42	Tue 05/19/15	Lesson 66	Sat 06/13/15	Lesson 90
Tue 03/31/15	Lesson 19	Sat 04/25/15	Lesson 43	Wed 05/20/15	Lesson 67	Sun 06/14/15	Lesson 91
Wed 04/01/15	Lesson 20	Sun 04/26/15	Lesson 44	Thu 05/21/15	Lesson 68	Mon 06/15/15	Lesson 92



Hakaras HaTov – Gratitude Module 3 Learning Schedule (continued)

Source Book: Let There Be Rain - A lesson a day on making Gratitude a part of our lives
by Rabbi Shimon Finkelman and Rabbi Zechariah Wallerstein

I am dedicating today’s learning of this sefer:

In memory of _____

As a zechus for:

a refuah shleimah for _____

a shidduch for _____

parnasah for _____

other _____

Learning Schedule (continued)

Date	Item	Date	Item	Date	Item	Date	Item
Tue 06/16/15	Lesson 93	Thu 07/09/15	Lesson 115	Sat 08/01/15	Lesson 137	Mon 08/24/15	Lesson 159
Wed 06/17/15	Lesson 94	Fri 07/10/15	Lesson 116	Sun 08/02/15	Lesson 138	Tue 08/25/15	Lesson 160
Thu 06/18/15	Lesson 95	Sat 07/11/15	Lesson 117	Mon 08/03/15	Lesson 139	Wed 08/26/15	Lesson 161
Fri 06/19/15	Catch Up	Sun 07/12/15	Lesson 118	Tue 08/04/15	Lesson 140	Thu 08/27/15	Catch Up
Sat 06/20/15	Lesson 96	Mon 07/13/15	Lesson 119	Wed 08/05/15	Lesson 141	Fri 08/28/15	Lesson 162
Sun 06/21/15	Lesson 97	Tue 07/14/15	Lesson 120	Thu 08/06/15	Lesson 142	Sat 08/29/15	Lesson 163
Mon 06/22/15	Lesson 98	Wed 07/15/15	Catch Up	Fri 08/07/15	Lesson 143	Sun 08/30/15	Lesson 164
Tue 06/23/15	Lesson 99	Thu 07/16/15	Lesson 121	Sat 08/08/15	Lesson 144	Mon 08/31/15	Lesson 165
Wed 06/24/15	Lesson 100	Fri 07/17/15	Lesson 122	Sun 08/09/15	Lesson 145	Tue 09/01/15	Lesson 166
Thu 06/25/15	Lesson 101	Sat 07/18/15	Lesson 123	Mon 08/10/15	Catch Up	Wed 09/02/15	Lesson 167
Fri 06/26/15	Lesson 102	Sun 07/19/15	Lesson 124	Tue 08/11/15	Lesson 146	Thu 09/03/15	Lesson 168
Sat 06/27/15	Lesson 103	Mon 07/20/15	Lesson 125	Wed 08/12/15	Lesson 147	Fri 09/04/15	Lesson 169
Sun 06/28/15	Lesson 104	Tue 07/21/15	Lesson 126	Thu 08/13/15	Lesson 148	Sat 09/05/15	Lesson 170
Mon 06/29/15	Lesson 105	Wed 07/22/15	Lesson 127	Fri 08/14/15	Lesson 149	Sun 09/06/15	Lesson 171
Tue 06/30/15	Lesson 106	Thu 07/23/15	Lesson 128	Sat 08/15/15	Lesson 150	Mon 09/07/15	Lesson 172
Wed 07/01/15	Lesson 107	Fri 07/24/15	Lesson 129	Sun 08/16/15	Lesson 151	Tue 09/08/15	Lesson 173
Thu 07/02/15	Lesson 108	Sat 07/25/15	Lesson 130	Mon 08/17/15	Lesson 152	Wed 09/09/15	Lesson 174
Fri 07/03/15	Lesson 109	Sun 07/26/15	Lesson 131	Tue 08/18/15	Lesson 153	Thu 09/10/15	Lesson 175
Sat 07/04/15	Lesson 110	Mon 07/27/15	Lesson 132	Wed 08/19/15	Lesson 154	Fri 09/11/15	Lesson 176
Sun 07/05/15	Lesson 111	Tue 07/28/15	Lesson 133	Thu 08/20/15	Lesson 155	Sat 09/12/15	Lesson 177
Mon 07/06/15	Lesson 112	Wed 07/29/15	Lesson 134	Fri 08/21/15	Lesson 156	Sun 09/13/15	Lesson 178
Tue 07/07/15	Lesson 113	Thu 07/30/15	Lesson 135	Sat 08/22/15	Lesson 157	Mon 09/14/15	Catch Up
Wed 07/08/15	Lesson 114	Fri 07/31/15	Lesson 136	Sun 08/23/15	Lesson 158	Tue 09/15/15	Catch Up



ACTT Activity/Action Ideas

Acknowledgements:

- 1) Some of the ideas for *Acts of Chesed* were adapted from Areyvut's 2005 "A Kindness a Day Calendar: 365 Ways to Make a Difference", see website: www.areyvut.org
- 2) Some of the ideas for *Judging Favorably* were adapted from The Other Side of the Story by Yehudis Samet
- 3) Some of the ideas for *Kavanah During Davening* were adapted from Praying with Fire by Rabbi Heshy Kleinman
- 4) Some of the ideas for *Bitachon* were adapted from You Can Learn Bitachon by Yeshiva Zichron Eliezer and from The Garden of Emuna by Rabbi Shalom Arush
- 5) Some of the ideas for *Improving Anger Management* were adapted from Anger The Inner Teacher @ www.aish.com/spirituality/growth/Anger_The_Inner_Teacher.asp
- 6) Some of the ideas for *The Six Constant Mitzvos* were adapted from The Six Constant Mitzvos based on Rabbi Yitzchak Berkowitz's lectures and www.thesixconstantmitzvos.com

IDEAS FOR ACTS OF CHESED		
Offer to run an errand for a friend Cheerfully greet someone Bake an unexpected treat for a friend Remember someone's birthday Call someone going thru a difficult time Leave a friendly note for a family member Listen patiently to others Clean up after dinner without being asked Call someone who lives alone Greet everyone you see with a smile Introduce yourself to someone Apologize for something you've done Take out the garbage without being asked	Give someone an unexpected compliment Spend time with a child with a disability Help strangers in shul feel welcome Take an elderly person shopping Pay attention to what people are saying Spend quality time with family & friends Call or visit someone who is sick Cook a meal for a person in need Visit someone who may be lonely Call someone you haven't spoken to in a while Say thanks - no matter how small the deed Help a child with his / her homework Compliment someone who helps you	Give someone an encouraging note When asked to do something, respond right away in a cheerful and willing manner Drive someone to the doctor Help out family members even if you're busy Help someone find a job Buy a gift for a loved one for no reason Greet everyone with a pleasant "good morning" Write a letter to an elderly person Take a neighbor's garbage cans in from the curb Call someone who recently lost a loved one Congratulate siblings on recent accomplishments

IDEAS FOR JUDGING FAVORABLY	
Don't jump to conclusions Judge your neighbor's actions favorably "Judge your fellow man fairly" (Leviticus 19:15) Look for a possible explanation in another's behavior Give your friend the benefit of the doubt Look for the good in others "Judge all people to the side of merit" (Ethics of the Fathers 1:6) Think about "Love your neighbor like yourself", and apply it to others. We all find excuses for ourselves.	Realize that your friend did not see you carrying packages when he/she passed by Remember, it could be a miscommunication... Are we missing any facts? Look for people's strengths Remember, things are not always what they seem! Try to explain... not complain about other people's actions Focus on solutions - not recriminations Remember the excuses one makes for oneself - apply these excuses to the one who wronged you



ACTT Activity/Action Ideas (continued)

IDEAS FOR IMPROVING KAVANAH DURING DAVENING	
<p>Meditate for 5 minutes before davening Write translations to difficult words in your siddur Think about all Hashem has given you Say the words, “I am standing before Hashem” out loud Remember that Kavanah During Davening is a Halachik requirement of prayer Pronounce each word slowly and clearly Use a siddur, even for Tefillos you know by heart Establish a specific place for davening Concentrate for 3 seconds on each word of a specific tefillah</p>	<p>Learn the meanings of words you do not know Select one prayer a week to say with more kavanah Write down your favorite phrases from davening and focus on them when you daven Arrive before the minyan begins to daven and be ready when they start When davening at home, remove distractions from around you Select one word a day to say with more kavanah Select one phrase a day to say with more kavanah Before you start to daven, review what Hashem has given you in the last 24 hours</p>
IDEAS FOR HAKARAS HATOV	
<p>Recognize the good that you possess Appreciate what you do have rather than what you do not have Acknowledge that what you possess is a gift, not something you deserve Develop the habit of saying thank you for everything you receive, both big and small Realize that everything comes from Hashem and is for your good, then thank Him Always see the glass as being half full and be thankful Focus on developing an attitude of gratitude Appreciate the good that a family member does for you and say thank you Appreciate the good that a friend does for you and say thank you Appreciate the good that a colleague does for you and say thank you Appreciate the good that strangers do for you and say thank you</p>	<p>Write a thank you note to express your appreciation Make a telephone call to express your appreciation Give a gift to express your appreciation Express appreciation for routine actions such as taking out the garbage, preparing supper, doing the laundry, cleaning the house, bringing in the newspaper Thank the school bus driver Thank your teacher, thank your child’s teacher Thank the mail carrier for delivering the mail Say <i>Modeh Ani</i> each morning with great feeling Reflect on <i>Modim Anachnu Lach</i> in <i>Shmoneh Esrei</i> Thank Hashem for every breath that you take</p>
IDEAS FOR BITACHON	
<p>Trust that whatever Hashem does is for your good Believe that if Hashem wants, He can solve your problem this very minute Realize that Hashem forgets no one and that He loves each of His creations Ask Hashem to help you pray, to teach you how to pray, to open your mouth in prayer Internalize that success is from Hashem and if you turn to Him sincerely, He will certainly help you succeed if it is in your best interest Acknowledge that Hashem knows what is best for you, more than you yourself know</p>	<p>Believe that there is no one but Hashem and that no one can do you harm against Hashem’s will Acknowledge that just as Hashem has helped you many times in the past, He will help you again now Trust that whatever happened is what Hashem wanted to happen and that it is in your best interest Accept that the amount of money that you will make has been decreed by Hashem and have peace of mind that you will get exactly what you are supposed to get</p>



ACTT Activity/Action Ideas (continued)

IDEAS FOR IMPROVING ANGER MANAGEMENT	
<p>In the past, when you have been able to overcome anger quickly, how did you do it? Learn from people who are able to remain calm in situations that get you angry Learn from people who are able to let go of their anger easily Give anger a chance to subside before speaking by counting from 1 to 10, 1 to 20, etc. When you notice that you are feeling angry, breathe slowly and deeply, exhale slowly When you are about to get angry because of something that someone did to you, focus on some good quality of that person</p>	<p>Use physical exercise to release anger: take a brisk walk, run, dance, jump rope, etc. Meditate on: "Ein od milvado - There is nothing else besides G-d" When you get angry, look at yourself in a mirror to see and hear yourself as others see and hear you when you are angry Write down all your angry thoughts in a letter addressed to the person you are angry at, but do not send it When you are about to get angry, ask yourself, "How important is this in my life?"</p>
IDEAS FOR SHMIRAS HALASHON	
<p>Think before speaking Pause to think about what to say and how to say it before responding to someone Give each person the benefit of the doubt Train yourself to avoid judging others Think positive thoughts and avoid negative thoughts Stay calm and avoid getting angry Avoid joking around that could lead to making fun of others Develop a character of humility - avoid arrogance</p>	<p>Be extra careful with Shmiras HaLashon for 1-2 hour(s) each day Never give up hope of one's ability to guard one's tongue Accept the idea that it is possible to speak without gossiping Train yourself to avoid complaining about others Learn the laws of Shmiras HaLashon Walk away from a group that is speaking Lashon Hara If someone starts speaking Lashon Hara to you, respectfully ask them to stop Realize and say to yourself: "It's Not That Important"</p>
IDEAS FOR EMES – TELLING THE TRUTH	
<p>Be honest while taking exams Return extra change if salesperson makes a mistake Do not cut corners on taxes If one doesn't know the answer, say "I don't know" Say items that can be fulfilled Be on time</p>	<p>Be honest with oneself - not hypocritical Don't promise items to ones children that one can't keep Do not keep people waiting Give people credit for items they do When quoting, mention the proper source for the quote Admit when one is wrong</p>



ACTT Activity/Action Ideas (continued)

IDEAS FOR FULFILLING THE SIX CONSTANT MITZVOS	
<p>Talk about <i>Emunah</i> to reinforce your knowledge of Hashem's existence</p> <p>Love life and identify each circumstance in life as an opportunity for spiritual perfection</p> <p>Identify the yetzer hara (evil inclination) as a messenger from Hashem that challenges you and helps you grow</p> <p>Study nature and Torah as a means of building love for Hashem</p> <p>Consider the spiritual consequences of your actions as seriously as you consider their physical consequences</p> <p>Avoid situations in which your eyes might see something that could lead you to sin</p> <p>Try talking to Hashem on a regular basis aside from the scheduled prayer services-- this will help to make Him a real part of your life and your decision making process</p>	<p>Use prayer as an opportunity to build a relationship with Hashem by asking Him for the things you need to serve Him properly, not just for the things you want</p> <p>Each day when you say Shema take a moment to recognize that any hardship or challenge in your life is really a gift from Hashem to bring you closer to Him</p> <p>Take a moment each day, either during davening, while learning, or before going to sleep and thank Hashem for something good in your life</p> <p>At the end of each day take a moment to make a cheshbon hanefesh (spiritual accounting) of your actions that day - ask yourself if you succeeded in building and maintaining your relationship with Hashem or if you damaged it</p> <p>Try to develop an emotional relationship with at least one daily mitzvah or area of Torah by learning more about the deeper <i>kavanas</i> (intentions)/ <i>hashkafa</i> (religious outlook/perspective) in order to see how it helps to connect you to Hashem</p>
IDEAS FOR EMUNAH	
<p>Recognize Hashem's greatness and constantly hold onto this awareness - Hashem is the source of everything: Ein od Milvado (There is nothing other than Him)</p> <p>Review the events of your day, realize what Hashem did to make them happen, and thank Hashem for making them happen</p> <p>Acknowledge that Hashem gives you everything that you need in your life and be happy with what you do have</p> <p>Fully believe that whatever happens to you in your life is exactly what Hashem wants to happen to you and that it is in your best interest</p> <p>Thank Hashem for everything that happens to you, both good and what appears to be not so good knowing that no one can cause you any harm against Hashem's will</p>	<p>Fully believe that Hashem will keep all of His promises and that at the appointed time He will bring Mashiach Tzidkeinu and will resurrect the dead</p> <p>Realize that Hashem helps you do what you know how to do well, that He helps you do what you may not know how to do well, and that He protects you from whatever is not good for you even though you think it is good or you want it</p> <p>Talk with Hashem throughout the day using your own words</p> <p>Accept the fact that all the events that have occurred since Creation and that will occur are part of Hashem's Master Plan, which is beyond human comprehension</p> <p>Pursue the truth through Torah and consistently perform mitzvot and maasim tovim with a full heart and genuinely happy manner, both inside and out</p>



ACTT Generic Daily Activity/Action Log for Module: _____

Abbreviations: 1) **AC:** *Ahavas Chesed*; 2) **JF:** *Judging Favorably*; 3) **KDD:** *Kavanah During Davening*; 4) **HT:** *Hakaras HaTov*; 5) **B:** *Bitachon*; 6) **AM:** = *Anger Management*; 7) **SL:** *Shmiras HaLashon*; 8) **ES:** *Emes*; 9) **6CM:** *6 Constant Mitzvos*; 10) **H:** *Happiness*; 11) **F:** *Forgiveness*; 12) **Z:** *Zerizus*; 13) **EH:** *Emunah*

Date		√	Notes (description of activity/action, comments, etc.)
EXAMPLE DAILY ENTRY – current module’s activity/action and up to 2 maintenance activities/actions			
Day	m/d/10	√	AC: When asked to do something, respond right away in a cheerful and willing manner
		√	JF: Remember the excuses one makes for oneself - apply these excuses to the one who wronged you
		√	B: Internalize that success is from Hashem and if you turn to Him sincerely, He will certainly help you succeed if it is in your best interest



ACTT Generic Daily Activity/Action Log (continued) for Module:

Date	√	Notes (description of activity/action, comments, etc.)



ACTT Generic Daily Activity/Action Log (continued) for Module:

Date	√	Notes (description of activity/action, comments, etc.)

ACTT Glossary

Ahavas Chesedloving kindness
B’li Nederwithout making a formal commitment
Bitachontrust in Hashem
Chesedkindness
Chizukmoral support
Daveningpraying
Emunahfaith
Hakaras HaTovgratitude
Kavanahconcentration
Klal Yisraelthe Jewish people
Lashon Haraevil tongue (speech) - any derogatory or damaging (physically, financially, socially, or stress-inducing) communication
Maasim Tovimgood deeds
Midah, Midoscharacter trait, character traits
Mitzvaha commandment
Mussarethical teaching
Neshamahsoul
Nisayona test
Ona’as Devarimcausing hurt through the spoken word
Parnasalivelihood
Rechilusgossip-mongering - any communication that generates animosity between people
Refuah Shleimaha complete recovery from an illness
Sefera book
Shidducha match of two eligible and marriageable Jewish singles
Shiurimclasses
Shmiras HaLashonguarding one’s tongue
Siddurprayer book
Siyata D’ShmayaDivine Assistance
Talmid, Talmidimstudent, students
Tefillah, Tefillosprayer, prayers
Teshuvarepentance
Yad Hashemhand of Hashem
Zechusmerit