



*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 4***

Dedicated in memory of

Chasha Chana bas Reuven, Alice Gordon, a"h

A most dedicated and selfless neshama in serving Hashem  
and esteemed member of the ACTT Leadership Committee

**מוֹדָה אֲנִי לְפָנֶיךָ, מֶלֶךְ חַי וְקַיִם, שֶׁהַחַיּוּת בִּי נִשְׁמָתִי בְּחַמְלָה, רַבָּה אֶמְוֶנְךָ.**

***I gratefully thank You, O living and eternal King,  
for you have returned my soul within me with compassion.  
Abundant is Your faithfulness.***

Daily prayer said as one wakes up, feeling deeply grateful to Hashem for restoring one's faculties.

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### **Contact Information**

For additional information, please contact us at:

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ACTT web site: [www.actt613.org](http://www.actt613.org)

ACTT postal mailing address: ACTT  
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### **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 20180708

## **ACTT HaKaras HaTov - Gratitude Module – Packet 4**

### **Specific Goal Suggested for *HaKaras HaTov - Gratitude 4* Module**

To develop and nurture a habit of saying thank you to Hashem and to people for everything that happens in one's life, even if the happening or situation could be negatively viewed by some people.

### **General Goal of *HaKaras HaTov - Gratitude* 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 4 of the *HaKaras HaTov - Gratitude* series and is scheduled for 149 days, including several catch-up days.

### **To Do List**

- If you are not yet a member of the ACTT Organization, please fill out a membership application and submit it – see the Membership page or the ACTT Welcome Kit at [www.actt613.org](http://www.actt613.org)
- Fill out the “ACTT Generic Commitment Form” for *HaKaras HaTov - Gratitude 4*, keep a copy for yourself and, optionally, submit a copy to the organization – see Module page of [www.actt613.org](http://www.actt613.org)
- On a daily basis:
  - Follow the Learning Schedule and record your *HaKaras HaTov - Gratitude* activity/action in your “ACTT Generic Daily Activity Log” for *HaKaras HaTov - Gratitude 4* – the *ACTT Activity and Action Ideas* has some suggestions – see Module page of [www.actt613.org](http://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 - Gratitude 4* – the *ACTT Activity and Action Ideas* has some suggestions – see Module page of [www.actt613.org](http://www.actt613.org) for the activity log and activity/action ideas
- Participate in the chizuk activities, as desired:
  - ACTT *HaKaras HaTov - Gratitude 4* booster event
  - 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 - Gratitude Resources

The following are some resources for learning about *HaKaras HaTov - Gratitude*:

- The Garden of Miracles - Say "Thank You" and See Miracles; 190 True Stories about the Power of Gratitude by Rabbi Shalom Arush, translated by Rabbi Lazer Brody; published by Chut Shel Chessed Institutions; ISBN: 9-65926-130-6
- 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/](http://www.ohrnaava.com/hakarashatov/)
- Audio shiurim on the Internet:
  - Gratitude by Rabbi Dovid Gottlieb at [www.torahmedia.com](http://www.torahmedia.com)
  - HaKaras HaTov: Recognizing the Good by Rabbi BenTzion Shafier at [www.TheShmuz.com](http://www.TheShmuz.com)
  - Hakoros Hatov: Thanks and No Thanks by Rabbi Paysach Krohn at [www.torahmedia.com](http://www.torahmedia.com)
  - Koheles: Hakaras Hatov by Rabbi Moshe Eisemann at [www.torahmedia.com](http://www.torahmedia.com)
  - The Challenge of Appreciation by Rabbi Yochanan Zweig at [www.torahmedia.com](http://www.torahmedia.com)

### *Give Thanks to Hashem*

*Lesson 141*, page 304 of Let There Be Rain – A lesson a day on making Gratitude a part of our lives by Rabbi Shimon Finkelman and Rabbi Zechariah Wallerstein; ISBN: 1-4226-1518-9

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There is a Yiddish expression, “*Zol zein a kapparah*” (“May it serve as an atonement”). It is used when something has occurred that is unpleasant, but not too difficult to deal with.

It is more than just a saying. One never knows the working of Heaven. It may well be that the person was deserving of something far worse, but Hashem, in His mercy, “commuted the sentence” to something much less severe.

Of course, for the moment it can be very distressing. It is not easy to spend an hour or two baking a pie and then seeing it fall to the floor face down. It is not pleasant to have a new hat be blown away by the wind and then run over by a truck. Saying “*Zol zein a kapparah*” is a quiet acceptance of such difficulties.

The great people among us do not say “*Zol zein a kapparah*” when such things occur. Because they live with the reality that whatever Hashem does is for the good, they are able to declare joyfully, “*הוֹדוּ לַיהוָה כִּי טוֹב כִּי לְעוֹלָם תִּקְדוּ*” *Give thanks to Hashem for He is good, for His kindness endures forever!*” (Tehillim, Psalms, 107:1)

### ***The Most Important Lesson***

*Lesson 149*, pages 320-321 of Let There Be Rain – A lesson a day on making Gratitude a part of our lives by Rabbi Shimon Finkelman and Rabbi Zechariah Wallerstein; ISBN: 1-4226-1518-9

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In her book *The Committed Life*, Rebbetzin Esther Jungreis writes:

*The concept of gratitude is probably the most important lesson a human being can internalize, for once mastered it guarantees happiness and a meaningful, joyous life. People run here and there, they dabble in every available therapeutic program, and they fail to understand that happiness is waiting for them right in their own minds and hearts. They need only to acquire the attribute of gratitude and learn to thank G-D for the many blessings of life.*

*The inability to express gratitude has many ramifications and is perhaps one of the reasons why there are so many bitter people around. People who cannot acknowledge kindness always find something to grumble about, something to criticize. They make miserable marriage partners, tyrannical parents, and selfish friends. They are convinced that everything is coming to them, that they are entitled to all the goodies in life simply because they are alive. No matter how much they are indulged, they are never satisfied. They just keep taking without feeling a need to give back.*

Rebbetzin Jungreis’ late husband, Rabbi Meshulem Jungreis, personified the quality of *HaKaras HaTov*, as the following stories bear witness:

### **The Most Important Words**

After being diagnosed with a serious illness, Rabbi Jungreis underwent surgery at New York University Hospital. While Rebbetzin Jungreis was waiting to be allowed entry into the recovery room she met Mrs. Miriam Lubling, who was renowned for her efforts on behalf of the sick and their families. Mrs. Lubling immediately received permission for the Rebbetzin and herself to enter the recovery room. As soon as Rabbi Jungreis opened his eyes, Mrs. Lubling quickly left his bedside to allow him and his wife privacy.

“Call her back,” Rabbi Jungreis whispered to his wife. “I have to thank her for bringing you in.”

“I thanked her already,” Rebbetzin Jungreis assured her husband.

“But I didn’t,” Rabbi Jungreis responded.

Not only did he thank Mrs. Lubling, but he mustered up the strength to bless her as well.

In his final days in this world, Rabbi Jungreis was a patient at Manhattan's Memorial Sloan Kettering. He desperately wanted to breathe some fresh air, to feel the wind on his face, to see the sky, the birds flying by. However, for the patients' protection, the windows at the hospital could not be opened, so the family asked permission to wheel him out to the street for a few minutes.

It was January and the weather was bitter cold. It was a grey, overcast day. It looked as if it might begin snowing at any moment. But to Rabbi Jungreis, it was as if the sky were a brilliant blue. Gratefully, he breathed in the cold air and thanked his family profusely for having made it possible for him to see G-d's wondrous world one more time.

After Rabbi Jungreis' passing, his family came across a paper on which he had written, "The two most important words to remember: 'Thank You.'"

### ***Thanksgiving Should Not Be Only Once a Year***

Six ways to feel gratitude every day. Try them; they really work!  
by Sara Debbie Gutfreund

Reproduced with Aish HaTorah's permission from:

[www.aish.com/sp/pg/Thanksgiving-Should-Not-Be-Only-Once-a-Year.html](http://www.aish.com/sp/pg/Thanksgiving-Should-Not-Be-Only-Once-a-Year.html)

Jews are obsessed with giving thanks. We say blessings for everything as a way to express our gratitude. Like any habit, gratitude only works if we persist in making it a daily part of our lives. Here are six gratitude exercises we can practice each day to inculcate this crucial habit into our lives.

**1. Focus on the moments.** Too often we focus on the past or worry about the future and don't notice the moment we are being given right now. Life is really only happening in the present; don't miss out on seeing the precious beauty and miracles that are right in front of you.

Try this: first thing in the morning or before you go to sleep at night, close your eyes and think of three moments in your life that you can feel deeply grateful for if you wanted to. They can be recent moments or moments that you haven't thought of in a long time. See what you saw in that moment. Try to smell what you smelled. Feel what you felt. Reconnect to these moments and feel the gratitude for the gifts that they brought into your life.

**2. Think of the people you are grateful for.** We are so busy with our work and to-do lists that we frequently overlook the gift of the people who we love. It is all too easy to feel distant from the strength and depth of the love of our families because we are so used to their presence in our lives. Every day take a moment to think of the gift of the people in your life – your spouse, friends, parents, children, siblings, colleagues. Cherish that connection and think about how it nurtures and supports you.

**3. Remember a time you experienced Divine providence in your life.** We can all think of times of Divine providence when we felt G-d winking at us. Maybe you unexpectedly met someone who is now an important part of your life. Maybe it was a moment that led to a new job or a hobby that you love.

Focus on one of those times and feel a deep sense of gratitude for that Divinely orchestrated moment that was created just for you.

**4. Keep a gratitude journal.** Write down the simple, little things that you can be grateful for each day. A hot cup of coffee. A beautiful sunrise. A child's smile. Jot down at least three things each day that you appreciate.

**5. Write gratitude letters.** Compose a letter or email at least one a month to someone who has helped you or inspired you. Thank them for the blessing that they brought into your life. It is even better if you send the letter but even just writing it can concretize the sense of gratitude that you have for that person's contribution to your life.

**6. Appreciate your health.** Take a moment each day to thank G-d for the gift of your body and each of your senses. Your sight, your hearing, your ability to speak and walk and smell are all priceless gifts. Don't take them for granted. Cherish them.

The Hebrew word for gratitude is *HaKarat HaTov* which means recognizing the goodness in your life. Search for the gifts and you will find them everywhere.



## **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 – Loving Kindness* act(s)  daily or  weekly
  - \_\_\_ *Judging Favorably* act(s)  daily or  weekly
  - \_\_\_ *Kavanah During Davening – Concentration During Prayers* act(s)  daily or  weekly
  - \_\_\_ *HaKaras HaTov – Gratitude* act(s)  daily or  weekly
  - \_\_\_ *Bitachon – Trust in Hashem* act(s)  daily or  weekly
  - \_\_\_ *Anger Management for Positive Results* act(s)  daily or  weekly
  - \_\_\_ *Shmiras HaLashon – Guarding One’s Tongue* act(s)  daily or  weekly
  - \_\_\_ *Emes – Telling the Truth* act(s)  daily or  weekly
  - \_\_\_ *The Six Constant Mitzvos* act(s)  daily or  weekly
  - \_\_\_ *Simchah – Happiness* act(s)  daily or  weekly
  - \_\_\_ *Slichah – Forgiveness* act(s)  daily or  weekly
  - \_\_\_ *Zerizus – Acting With Zeal & Alacrity* act(s)  daily or  weekly
  - \_\_\_ *Emunah – Faith in Hashem* act(s)  daily or  weekly
  - \_\_\_ *Kiddush Hashem – Sanctification of G-d’s Name* 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 4 Learning Schedule**

This module is dedicated in memory of *Chasha Chana bas Reuven, Alice Gordon, a”h*

Source Book: The Garden of Miracles - Say "Thank You" and See Miracles  
*190 True Stories about the Power of Gratitude*  
 by Rabbi Shalom Arush

I am dedicating today’s learning of this sefer:

In memory of: *Chasha Chana bas Reuven* (and ..... ) a”h

As a zechus for:

a refuah shleimah for \_\_\_\_\_

a shidduch for \_\_\_\_\_

parnasah for \_\_\_\_\_

other \_\_\_\_\_

**Learning Schedule**

Date	Story	Date	Story	Date	Story	Date	Story
Sun 06/10/18	Forward	Wed 07/18/18	47, 48	Sat 08/25/18	100	Tue 10/02/18	145
Mon 06/11/18	1	Thu 07/19/18	49, 50	Sun 08/26/18	101, 102	Wed 10/03/18	146
Tue 06/12/18	2	Fri 07/20/18	51, 52	Mon 08/27/18	103	Thu 10/04/18	147, 148, 149
Wed 06/13/18	3	Sat 07/21/18	Catch Up	Tue 08/28/18		104, 105	Fri 10/05/18
Thu 06/14/18		Sun 07/22/18	53, 54	Wed 08/29/18	106, 107, 108	Sat 10/06/18	152, 153
Fri 06/15/18		Tue 07/23/18	55, 56, 57	Thu 08/30/18	109	Sun 10/07/18	154
Sat 06/16/18	4	Tue 07/24/18	58	Fri 08/31/18	Catch Up	Mon 10/08/18	155, 156, 157
Sun 06/17/18	5	Wed 07/25/18	59, 60, 61	Sat 09/01/18	110	Tue 10/09/18	158, 159, 160
Mon 06/18/18	6	Thu 07/26/18	62, 63	Sun 09/02/18	111, 112	Wed 10/10/18	161, 162, 163
Tue 06/19/18	7	Fri 07/27/18	64, 65	Mon 09/03/18	113	Thu 10/11/18	164, 165, 166
Wed 06/20/18	8	Sat 07/28/18	66	Tue 09/04/18	114	Fri 10/12/18	167, 168
Thu 06/21/18	9	Sun 07/29/18	67	Wed 09/05/18	115, 116	Sat 10/13/18	Catch Up
Fri 06/22/18	10	Mon 07/30/18	68, 69	Thu 09/06/18	117	Sun 10/14/18	169, 170
Sat 06/23/18	Catch Up	Tue 07/31/18	70	Fri 09/07/18	118	Mon 10/15/18	171
Sun 06/24/18	11	Wed 08/01/18	71	Sat 09/08/18	119	Tue 10/16/18	172
Mon 06/25/18	12	Thu 08/02/18	72 (first 73)	Sun 09/09/18	120	Wed 10/17/18	173
Tue 06/26/18	13,14	Fri 08/03/18	73 (second 73)	Mon 09/10/18	121	Thu 10/18/18	174
Wed 06/27/18	15,16	Sat 08/04/18	Catch Up	Tue 09/11/18		122	Fri 10/19/18
Thu 06/28/18	17,18	Sun 08/05/18	74	Wed 09/12/18	123	Sat 10/20/18	176
Fri 06/29/18	19	Mon 08/06/18	75, 76	Thu 09/13/18	Catch Up	Sun 10/21/18	177
Sat 06/30/18	20	Tue 08/07/18	77	Fri 09/14/18	124, 125	Mon 10/22/18	178
Sun 07/01/18	21, 22	Wed 08/08/18	78	Sat 09/15/18	126	Tue 10/23/18	179
Mon 07/02/18		Thu 08/09/18	79, 80	Sun 09/16/18	127	Wed 10/24/18	180
Tue 07/03/18	23	Fri 08/10/18	81, 82	Mon 09/17/18	128, 129	Thu 10/25/18	181
Wed 07/04/18	24	Sat 08/11/18	83	Tue 09/18/18	130	Fri 10/26/18	182
Thu 07/05/18	25, 26	Sun 08/12/18	84	Wed 09/19/18	131	Sat 10/27/18	Catch Up
Fri 07/06/18	27	Mon 08/13/18	85, 86, 87	Thu 09/20/18	132, 133, 134	Sun 10/28/18	183, 184
Sat 07/07/18	Catch Up	Tue 08/14/18	88	Fri 09/21/18	135, 136	Mon 10/29/18	185
Sun 07/08/18	28	Wed 08/15/18	89	Sat 09/22/18	137, 138	Tue 10/30/18	186
Mon 07/09/18	29	Thu 08/16/18	90, 91	Sun 09/23/18	139	Wed 10/31/18	187
Tue 07/10/18	30	Fri 08/17/18	Catch Up	Mon 09/24/18	140	Thu 11/01/18	188
Wed 07/11/18	31, 32	Sat 08/18/18	92	Tue 09/25/18	141, 142	Fri 11/02/18	189
Thu 07/12/18	33, 34, 35	Sun 08/19/18	93, 94	Wed 09/26/18	143	Sat 11/03/18	190
Fri 07/13/18	36, 37	Mon 08/20/18	95	Thu 09/27/18	Catch Up	Sun 11/04/18	190
Sat 07/14/18	38, 39, 40	Tue 08/21/18	96, 97	Fri 09/28/18	144	Mon 11/05/18	
Sun 07/15/18	41	Wed 08/22/18	98	Sat 09/29/18		<b>Prayer of Gratitude</b>	
Mon 07/16/18	42, 43	Thu 08/23/18	99	Sun 09/30/18		END OF SCHEDULE, MAZEL TOV!!	
Tue 07/17/18	44, 45, 46	Fri 08/24/18		Mon 10/01/18			



## 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](http://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](http://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.the-six-constant-mitzvos.com](http://www.the-six-constant-mitzvos.com)

<b>IDEAS FOR AHAVAS CHESED - LOVING KINDNESS</b>		
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

<b>IDEAS FOR JUDGING FAVORABLY</b>	
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 - CONCENTRATION DURING PRAYERS	
<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 - GRATITUDE	
<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 - TRUST IN HASHEM	
<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)

<b>IDEAS FOR IMPROVING ANGER MANAGEMENT FOR POSITIVE RESULTS</b>	
<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>
<b>IDEAS FOR SHMIRAS HALASHON - GUARDING ONE'S TONGUE</b>	
<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>
<b>IDEAS FOR EMES – TELLING THE TRUTH</b>	
<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 one's 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>
<b>IDEAS FOR SIMCHAH - HAPPINESS</b>	
<p>Repeat the mantra and internalize: "The City of Happiness is in the State of Mind"            For ultimate happiness, work on building an amazing relationship with Hashem            Become wealthy by being satisfied with what you have materially and striving to climb higher spiritually            When you wake up in the morning, say Modeh Ani with great feeling and thank Hashem for your being alive, so that you can continue to grow and achieve            Do selfless acts of lovingkindness for others and you will experience boundless joy</p>	<p>Say Modim in Shmoneh Esrei with great feeling and thank Hashem for all the little gifts that He gives you every single moment – focus on each breath and say thanks S.M.I.L.E. throughout the day → See <u>M</u>iracles In <u>L</u>ife <u>E</u>veryday            Always serve Hashem with gladness and goodness of heart, especially when everything is abundant            Look for the good in people and in events during the day – Hashem is total goodness            Happiness is in your hands – make it a great day</p>
<p style="text-align: center;">Focus on what our Sages, of blessed memory, have taught us is the reason for creation: delight in Hashem and benefit from the radiance of His Shechinah (Divine Presence)</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 - FAITH IN HASHEM	
<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>
IDEAS FOR KIDDUSH HASHEM - SANCTIFICATION OF G-D'S NAME	
<p>Speak gently to everyone and at all times</p> <p>Act as a role model of proper behavior to others: at home, in your extended family, with your friends, in the community, at work</p> <p>Say <i>Yehei Shmei Rabbah</i> (May His Great Name be blessed) with great kavanah</p> <p>Say <i>Kedushah</i> in davening with great kavanah and internalize it</p> <p>Commit to live every day for the sake of Kiddush Hashem and make Kiddush Hashem your mission in life</p>	<p>Develop a broad understanding of how the mitzvah of Kiddush Hashem is a theme that runs through all the mitzvot and the Torah in its entirety</p> <p>Throughout the day, focus on striving to create a Kiddush Hashem in all that you do</p> <p>Examine your actions daily and record what has been a Kiddush Hashem</p> <p>Examine your actions daily and record how to increase your Kiddush Hashem</p> <p>Examine your actions daily and record what was or what might have been a Chillul Hashem that needs to be avoided</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; 14) **KH**: Kiddush Hashem

Date		√	Notes (description of activity/action, comments, etc.)
<b>EXAMPLE DAILY ENTRY – current module’s activity/action and up to 2 maintenance activities/actions</b>			
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:**

<b>Date</b>		<input type="checkbox"/>	<b>Notes (description of activity/action, comments, etc.)</b>





**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

<b>Ahavas Chesed</b>	.....loving kindness
<b>B’li Neder</b>	.....without making a formal commitment
<b>Bitachon</b>	.....trust in Hashem
<b>Chesed</b>	.....kindness
<b>Chizuk</b>	.....moral support
<b>Davening</b>	.....praying
<b>Emunah</b>	.....faith
<b>HaKaras HaTov</b>	.....gratitude
<b>Kavanah</b>	.....concentration
<b>Kiddush Hashem</b>	.....sanctification of G-d’s name
<b>Klal Yisrael</b>	.....the Jewish people
<b>Lashon Hara</b>	.....evil tongue (speech) - any derogatory or damaging (physically, financially, socially, or stress-inducing) communication
<b>Maasim Tovim</b>	.....good deeds
<b>Midah, Midos</b>	.....character trait, character traits
<b>Mitzvah</b>	.....a commandment
<b>Mussar</b>	.....ethical teaching
<b>Neshamah</b>	.....soul
<b>Nisayon</b>	.....a test
<b>Ona’as Devarim</b>	.....causing hurt through the spoken word
<b>Parnasa</b>	.....livelihood
<b>Rechilus</b>	.....gossip-mongering - any communication that generates animosity between people
<b>Refuah Shleimah</b>	.....a complete recovery from an illness
<b>Sefer</b>	.....a book
<b>Shidduch</b>	.....a match of two eligible and marriageable Jewish singles
<b>Shiurim</b>	.....classes
<b>Shmiras HaLashon</b>	.....guarding one’s tongue
<b>Siddur</b>	.....prayer book
<b>Siyata D’Shmaya</b>	.....Divine Assistance
<b>Talmid, Talmidim</b>	.....student, students
<b>Tefillah, Tefillos</b>	.....prayer, prayers
<b>Teshuva</b>	.....repentance
<b>Yad Hashem</b>	.....hand of Hashem
<b>Zechus</b>	.....merit