



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

Vilna Gaon - *Even Shleima*, Chapter 1

Kiddush Hashem - Sanctification of G-d's Name Module Packet 1

... ונקדשתי בתוך בני ישראל אני ה' מקדשכם.

... I should be sanctified among the Children of Israel; I am Hashem who sanctifies you.

Sefer Vayikra (Leviticus) Chapter 22, Verse 32

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Contact Information

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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 20160912

ACTT Kiddush Hashem Module – Packet 1

Specific Goal Suggested for *Kiddush Hashem 1* Module

To gain a better understanding of Kiddush Hashem and to increase our actions that create a Kiddush Hashem.

General Goal of *Kiddush Hashem* Module

To live one's life by sanctifying Hashem in everything that one does so that living a life of Kiddush Hashem becomes one's mission in life.

Module Duration

This is the first module on *Kiddush Hashem - Sanctification of G-d's Name* and is scheduled for 140 days, including several catch-up days which can also be used for review. This module could be started at any time and should be completed since it is fundamental to the ACTT program and to one's mission in life.

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 *Kiddush Hashem 1*, 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 (you can change the dates if you start the module later) and record your *Kiddush Hashem* activity/action in your “ACTT Generic Daily Activity Log” for *Kiddush Hashem 1* – 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*, *Hakaras HaTov*, etc.) in your “ACTT Generic Activity Log” for *Kiddush Hashem 1* – 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 *Kiddush Hashem 1* 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

Kiddush Hashem Resources

The following are some resources for learning about *Kiddush Hashem*:

- [Living Kiddush Hashem - Sanctifying Hashem in everything we do](#) by Rabbi Shraga Freedman, forward by Rabbi Mattisyahu Salomon; ArtScroll Mesorah Publications; ISBN: 1422614875
 - [Stories of Kiddush Hashem in everyday life](#) by Chaviva Krohn Pfeiffer (Author), Chani Stern (Illustrator) – for children; ArtScroll Mesorah Publications; ISBN: 1422614646
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On Leadership: Not Being Afraid of Greatness

by Rabbi Lord Jonathan Sacks

We are G-d's ambassadors to the world.

(Parshas Emor: Leviticus 21-24)

Reproduced with Aish HaTorah's permission from: www.aish.com/tp/i/sacks/On-Leadership--Not-Being-Afraid-of-Greatness.html

Embedded in this week's parsha are two of the most fundamental commands of Judaism - commands that touch on the very nature of Jewish identity.

Do not desecrate My holy name. I must be sanctified among the Israelites. I am the LORD, who made you holy and who brought you out of Egypt to be your G-d. I am the LORD.' (Leviticus 22:32)

The two commands are respectively the prohibition against desecrating G-d's name, *Chillul Hashem*, and the positive corollary, *Kiddush Hashem*, that we are commanded to sanctify G-d's name. What are these commands and what do they mean?

First we have to understand the concept of "name" as it applies to G-d. a name is how we are known to others. G-d's "name" is therefore His standing in the world. Do people acknowledge Him, respect Him, honor Him?

The commands of *Kiddush Hashem* and *Chillul Hashem* locate that responsibility in the conduct and fate of the Jewish people. This is what Isaiah meant when he said: "You are my witnesses, says G-d, that I am G-d" (Isaiah 43:10)

The G-d of Israel is the G-d of all humanity. He created the universe and life itself. He made all of us - Jew and non-Jew alike - in His image. He cares for all of us: "His tender mercies are on all his works" (Psalm 145:9).

Yet the G-d of Israel is radically unlike the gods in which the ancients believed, and the reality in which today's scientific atheists believe. He is not identical with nature. He created nature. He is not identical with the physical universe. He transcends the universe. He is not capable of being mapped by science: observed, measured, quantified. He is not that kind of thing at all. How then is He known?

The radical claim of Torah is that He is known, not exclusively but primarily, through Jewish history and through the ways Jews live. As Moses says at the end of his life:

Ask now about the former days, long before your time, from the day G-d created human beings on the earth; ask from one end of the heavens to the other. Has anything so great as this ever happened, or has anything like it ever been heard of? Has any other people heard the voice of G-d speaking out of fire, as you have, and lived? Has any god ever tried to take for himself one nation out of another nation, by testings, by signs and wonders, by war, by a mighty hand and an outstretched arm, or by great and awesome deeds, like all the things the LORD your G-d did for you in Egypt before your very eyes? (Deut. 4:32-34)

Thirty-three centuries ago, Moses already knew that Jewish history was and would continue to be unique. No other nation has survived such trials. The revelation of G-d to Israel was unique. No other religion is built on a direct revelation of G-d to an entire people as happened at Mount Sinai. Therefore, G-d - the G-d of revelation and redemption - is known to the world through Israel. In ourselves we are testimony to something beyond ourselves. We are G-d's ambassadors to the world.

Therefore, when we behave in such a way as to evoke admiration for Judaism as a faith and a way of life, that is a *Kiddush Hashem*, a sanctification of G-d's name. When we do the opposite - when we betray that faith and way of life, causing people to have contempt for the G-d of Israel - that is a *Chillul Hashem*, a desecration of G-d's name.

That is what Amos means when he says:

They trample on the heads of the poor as on the dust of the ground, and deny justice to the oppressed ... so desecrate My holy name. (Amos 2:7)

When Jews behave badly, unethically, unjustly, they create a *Chillul Hashem*. People say, I cannot respect a religion, or a G-d, that inspire people to behave in such a way. The same applies on a larger, more international scale. The prophet who never tired of pointing this out was Ezekiel, the man who went into exile to Babylon after the destruction of the First Temple. This is what he hears from G-d:

I dispersed them among the nations, and they were scattered through the countries; I judged them according to their conduct and their actions. And wherever they went among the nations they profaned my holy name, for it was said of them, "These are the LORD's people, and yet they had to leave his land." (Ezekiel 36:19)

When Jews are defeated and sent into exile, it is not only a tragedy for them. It is a tragedy for G-d. He feels like a parent would feel when he sees a child of his disgraced and sent to prison. He feels a sense of shame and worse than that, of inexplicable failure. "How is it that, despite all I did for him, I could not save my child from himself?" When Jews are faithful to their mission, when they live and lead and inspire as Jews, then G-d's name is exalted. That is what Isaiah means when he says, ""You are my servant, Israel, in whom I will be glorified" (Isaiah 49:3).

That is the logic of *Kiddush Hashem* and *Chillul Hashem*. The fate of G-d's "name" in the world is dependent on us and how we behave. No nation has ever been given a greater or more fateful responsibility. And it means that we each have a share in this task.

When a Jew, especially a religious Jew, behaves badly - acts unethically in business, or is guilty of sexual abuse, or utters a racist remark, or acts with contempt for others - it reflects badly on all Jews and on Judaism itself. And when a Jew, especially a religious Jew, acts well - develops a reputation for acting

honorably in business, or caring for victims of abuse, or showing conspicuous generosity of spirit - not only does it reflect well on Jews. It increases the respect people have for religion in general, and thus for G-d. This is how Maimonides puts it in his law code, speaking of *Kiddush Hashem*:

If a person has been scrupulous in his conduct, gentle in his conversation, pleasant toward his fellow creatures, affable in manner when receiving, not retorting even when affronted, but showing courtesy to all, even to those who treat him with disdain, conducting his business affairs with integrity ... And doing more than his duty in all things, while avoiding extremes and exaggerations - such a person has sanctified G-d. (1)

Rabbi Norman Lamm tells the amusing story of Mendel the waiter. When the news came through to a cruise liner about the daring Israeli raid on Entebbe in 1976, the passengers wanted to pay tribute, in some way, to Israel and the Jewish people. A search was made to see if there was a Jewish member of the crew. Only one could be found: Mendel the waiter. So, at a solemn ceremony, the captain on behalf of the passengers offered his congratulations to Mendel who suddenly found himself elected de facto as the ambassador of the Jewish people. We are all, like it or not, ambassadors of the Jewish people, and how we live, behave and treat others reflects not only on us as individuals but on Jewry as a whole, and thus on Judaism and the G-d of Israel.

"Be not afraid of greatness. Some are born great, some achieve greatness, and others have greatness thrust upon 'em," wrote Shakespeare in Twelfth Night. Throughout history Jews have had greatness thrust upon them. As the late Milton Himmelfarb wrote: "The number of Jews in the world is smaller than a small statistical error in the Chinese census. Yet we remain bigger than our numbers. Big things seem to happen around us and to us."(2)

G-d trusted us enough to make us His ambassadors to an often faithless, brutal world. The choice is ours. Will our lives be a *Kiddush Hashem*, or G-d forbid, the opposite? To have done something, even one act in a lifetime, to make someone grateful that there is a G-d in heaven who inspires people to do good on earth, is perhaps the greatest achievement to which anyone can aspire. Shakespeare rightly defined the challenge: Be not afraid of greatness.

NOTES

1. Maimonides, Hilkhoh Yesodei ha-Torah, 5:11.
2. Milton Himmelfarb, Jews and Gentiles, Encounter Books, 2007, 141.

The \$98,000 Rabbi

by Rea Bochner

A Kiddush Hashem in New Haven reveals the power of living Jewishly.

Reproduced with Aish HaTorah's permission from: www.aish.com/ci/s/A-Kiddush-Hashem-in-New-Haven.html

In the age of Craigslist, it's not unusual to find household goods for a bargain. But for New Haven, Connecticut Rabbi Noah Muroff, an office desk he bought through the website for \$200 turned out to be an investment with incredible dividends.

Returning home with his purchase, Muroff and his wife found that the desk would not fit through the office door by “a fraction of an inch”. When they took it apart, they discovered a bag containing the previous owner’s inheritance, to the tune of \$98,000.

Muroff, a teacher at the Yeshiva of New Haven, told news station WTNH, "Right away, my wife and I sort of looked at each other, and we said, 'We can't keep this money.'" When they called the original owner to return the bag, she was stunned beyond speech; she had hidden the money in the desk and couldn't find it once it slipped behind the drawer where it remained stuck.

After Muroff and his wife returned the money, they received the following note from the previous owner:

“I cannot thank you enough for your honesty and integrity. I do not think there are too many people in this world that would have done what you did by calling me. I do like to believe that there are still good people left in this crazy world we live in. You certainly are one of them.”

With a single decision that most people probably wouldn't have made, Rabbi and Mrs. Muroff exemplified one of the highest precepts of Judaism: *Kiddush Hashem*, the sanctification G-d's name through righteous and praiseworthy acts.

When the Jewish people accepted the Torah at Mt. Sinai, we were not only taking on the 613 commandments contained therein; we were also agreeing to act as G-d's representatives to the rest of the world -- His PR team, so to speak. Our conduct, when guided by the Torah, is meant to set an example for the rest of humanity for how we should live.

This, by the way, is the reason why we Jews get a lot of attention when we slip up, and why the media works so hard to vilify us. When the press reported the Bernie Madoff scandal, for example, nine articles out of ten included the detail that he was a Jew. It's an interesting piece of information, but it wasn't really pertinent to the story. Including it functioned mostly to throw stones at Jews. Every day, the false message is spread across the world that Israel is an “apartheid state,” that we abuse our own citizens and are the perpetrators in crimes against human rights. The rest of the world benefits from our bad press, because it means the bar for behavior is lowered.

But every act of *Kiddush Hashem* we do has the tremendous power to offset these negative messages and to imbue the world around us with holiness. Every time we make the choice to act with decency, kindness and respect, every time we do the right thing, even when it's hard, we are showing the world what human beings are truly capable of. And in the age of social media, as we see from the Muroff story, this message can reverberate around the world.



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*
- ___ *Kiddush Hashem 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!* ☺



Kiddush Hashem - Sanctification of G-d's Name Module 1 Learning Schedule

Source Book: Living Kiddush Hashem - Sanctifying Hashem in everything we do
by Rabbi Shraga Freedman

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

(Completed column: enter either a ✓ or a date)

Completed	Pages	Completed	Pages	Completed	Pages
	7-11		91-95		172-176
	12-14		95-99		178-181
	15-17		Catch Up		181-186
	22-24		99-102		
	25-28		103-105		186-190
	28-32		106-108		Catch Up
	Catch Up		108-112		190-194
	32-36		112-116		195-198
	37-39		118-121		199-202
	40-43		Catch Up		203-207
	43-46		122-126		
	48-51		126-130		210-213
	51-54		130-134		Catch Up
	Catch Up		135-138		214-216
	55-57		138-142		217-220
	57-61		144-147		220-224
	64-66		Catch Up		
	67-70		148-152		225-228
	70-74			230-233	
	75-77		152-155		Catch Up
	Catch Up		158-161		233-237
	77-80		161-165		238-242
	82-85		166-168		
	85-91		Catch Up		242-245
			169-172		245-249



Kiddush Hashem - Sanctification of G-d's Name Module 1 Learning Schedule (continued)

Source Book: Living Kiddush Hashem - Sanctifying Hashem in everything we do
by Rabbi Shraga Freedman

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)

(Completed column: enter either a ✓ or a date)

Completed	Pages	Completed	Pages	Completed	Pages
	Catch Up 1		Catch Up		369-372
	Catch Up 2		307-311		372-377
			312-315		
	252-256		318-320		377-379
	257-261		320-323		380-382
			323-325		383-388
	261-265		326-332		Catch Up
	Catch Up		Catch Up		388-391
	266-270		334-337		392-395
			338-341		396-399
	270-274		341-345		399-403
	274-278		346-350		403-407
	278-282				
	284-288		Catch Up		407-412
			350-353		
	Catch Up		354-359		412-415
	288-292				
	292-296		359-363		420
	296-300		363-368		Catch Up 1
	301-303				
	303-307		Catch Up		END OF SCHEDULE, MAZEL TOV!!



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 HA'TOV	
<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 mitzvos and maasim tovim with a full heart and genuinely happy manner, both inside and out</p>
IDEAS FOR KIDDUSH HASHEM	
<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 mitzvos 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.)
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:

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ACTT Glossary

Ahavas Chesedloving kindness
B'li Nederwithout making a formal commitment
Bitachontrust in Hashem
Chesedkindness
Chizukmoral support
Daveningpraying
Emunahfaith
Hakaras HaTovgratitude
Kavanahconcentration
Kiddush Hashemsanctification of G-d's name
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