



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

Vilna Gaon - Even Shleima, Chapter 1

Kavanah During Davening Module Packet 5

...והסר כל דברי העולם מלבך בעת התפלה, והכן לבך לפני המקום ברוך הוא...

...Cast external matters from your mind when you stand to pray; carefully prepare your heart in the presence of the Holy One, blessed is He...

Iggeres HaRamban (the Ramban's ethical letter)

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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 20100905

ACTT Kavanah During Davening Module – Packet 5

Specific Goal Suggested for *Kavanah During Davening 5* Module

To enhance one's davening by focusing on the Final Geulah and to increase one's kavanah to help bring the Final Geulah.

General Goal of *Kavanah During Davening* Module

To deepen one's understanding of the importance of Tefillah in general and to enrich one's davening experience.

Module Duration

This is the 5th module in the *Kavanah During Davening* series and is scheduled for 93 days.

To Do List

- If you are not yet a member of the ACTT Organization, fill out a membership application and submit it – see the Membership page or the ACTT Welcome Kit at www.actt613.org
- Fill out the “ACTT *Kavanah During Davening 5* Commitment Form”, keep a copy for yourself and submit a copy to the organization – see Module page of www.actt613.org or this Module Packet's Appendix
- On a daily basis:
 - Follow the Learning Schedule and record your *Kavanah During Davening* activity/action in your “ACTT *Kavanah During Davening 5* Activity Log” in this Module Packet's Appendix – the *ACTT Activity/Action Ideas* has suggestions
 - Record your maintenance activity/action (from the *Ahavas Chesed, Judging Favorably, Hakaras HaTov, Bitachon, Anger Management for Positive Results, and Shmiras HaLashon* modules) in your “ACTT *Kavanah During Davening 5* Activity Log” in this Module Packet's Appendix – the *ACTT Activity/Action Ideas* has suggestions
- Participate in the chizuk activities, as desired:
 - ACTT *Kavanah During Davening 5* booster event and face-to-face discussion group meetings
 - ACTT online discussion group and e-mail list
 - 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

Kavanah During Davening Resources

The following are some resources for learning about *Kavanah During Davening*:

- Yearning With Fire - Longing for the Geulah and Enhancing your Life in the Process by Rabbi Heshy Kleinman; Artscroll/Mesorah; ISBN: 1422609960
- Praying With Fire - Igniting the Power of Your Tefillah - A 5-Minute Lesson-A-Day by Rabbi Heshy Kleinman; Artscroll/Mesorah; ISBN: 1422600157
- Praying With Fire 2 - Igniting the Power of Your Tefillah - A 5-Minute Lesson-A-Day by Rabbi Heshy Kleinman; Artscroll/Mesorah; ISBN: 1422608557
- Touched by a Prayer - Stories and insights to transform the way you pray by Rabbi Yechiel Spero; Artscroll/Mesorah; ISBN: 1422605434
- Touched by a Prayer 2 - Inspiring stories and insights to transform the way you pray by Rabbi Yechiel Spero; Artscroll/Mesorah; ISBN: 1422608786
- Twerski on Prayer by Rabbi Abraham J. Twerski; Shaar Press; ISBN: 1578196728
- Inner Peace: Achieving Self-Esteem through Prayer by Rabbi Yisroel Roll; Targum Press; ISBN: 1568711891
- Pathway to Prayer, A Translation and Explanation of the Shemoneh Esray by Rabbi Mayer Birnbaum; distributed by Feldheim Publishers; ISBN: 1583301097
- Rav Schwab on Prayer - The Great Rav's Teachings on the Siddur by Rabbi Shimon Schwab; Artscroll/Mesorah; ISBN: 1578195128
- The Art of Jewish Prayer by Rabbi Yitzchok Kirzner with Lisa Aiken; Judaica Press; ISBN: 188058283X
- Touched By A Prayer by Rabbi Yechiel Spero; Artscroll/Mesorah; ISBN: 1422605434
- "Change the Way you Daven" tape series, released by the Project Awareness organization; P.O. Box 753, Monsey, NY 10952; (845) 362-8000 x106, fax: (845) 362-8008
- נתיב בינה מעת הרב יששכר יעקבסון: הוצאת ספרים "סיני" תל-אביב

Anthology of contemporary Rabbinic expositions on Iggeres HaRamban: "...Cast external matters from your mind when you stand to pray; carefully prepare your heart in the presence of the Holy One..."

The following is reproduced with the permission of ArtScroll / Mesorah, New York, from Day 27 (pages 104-107) of IGGERES HARAMBAN / A Letter For The Ages - The Ramban's ethical letter with an anthology of contemporary Rabbinic expositions by Rabbi Avrohom Chaim Feuer; ISBN: 0899062180:

Ramban's concept is codified by the *Rama* in *Shulchan Aruch* (Orach Chaim 98:1):

Before one begins to pray, let him meditate upon the loftiness of G-d and lowliness of man; let him pluck from his heart his yearning for the mundane pleasures of the world.

It is prohibited even for a father to kiss his children in the synagogue – he must establish in his heart that there is no love comparable to his love of the Almighty G-d.

🌀 Request: The Nature of Prayer

A question arises: How can the *Ramban* encourage his son to “cast worldly matters from your mind when you stand to pray” when the very nature of prayer is a request of G-d to grant us the blessings of this world – health, prosperity, freedom, and success?

We find an answer in the carefully chosen words of *Rama* quoted above: “In prayer ... let him pluck from his heart his yearning for *the mundane pleasures* of this world” – certainly we pray for the bounty of this world, but we strive to elevate our requests above the mundane. We ask G-d to make the resources of this world available to us so we can utilize them as tools to serve Him properly and in peace of mind.

Rabbi Chaim of Volozhin (*Nefesh HaChaim, Shaar II*) demonstrates that the true purpose of prayer is to increase G-d’s sovereignty over the world: We ask for blessings from His hand so that G-d’s influence should permeate the world with greater intensity. In genuine prayer, the supplicant learns how to use this world as a springboard to propel himself heavenward to new spiritual heights.

🌀 “We Are Your Creations”

Ramban himself, in his commentary to the Torah (Exodus 13:12), offers a soul-stirring description of the purpose of prayer:

The intent of all commandments is that we acquire a firm belief in G-d, and proclaim Him as the One who has created us. This is, in fact, the very purpose of creation – for there is no other motive known to us. The Supreme Being asks of man only that he come to know Him and testify that He is the Creator. The prayers we recite, the synagogues we build, the convocations we hold – all are designed to give outward expression to our inner conviction that He is our Creator. We assemble in the House of Prayer and cry out: בריותך אנחנו, *We are Your creations!*

🌀 “Kavanah – Direction in Prayer”

The Talmud (*Berachos 31a*) teaches that, “He who prays must direct his heart to heaven.” Prayer is the pathway to G-d. When following a path, *kavanah* – direction – is everything. תפלה בלי כונה כגוף בלי נשמה, *Prayer without proper intention and direction is like a body without a soul.*

The essence of direction is to know one’s destination:

When Rabbi Eliezer was on his sickbed, his disciples came to visit him and asked: “Our master, teach us the pathways of life so that we may reach the World to Come!”

Rabbi Eliezer said, “... When you stand in prayer, know before Whom you are praying – thus will you merit the World to Come.” (*Berachos 28b*)

🌀 The Moment of Prayer: Man Is Not Alone

Prayer is a moment of transformation. Before he speaks to G-d, man is alone and frightened; weak and torn by worries which threaten to overwhelm him. When the moment of prayer arrives, man understands that he has a caring and sympathetic ear to talk to. He turns to his loving Father in Heaven and admits frailty: He allows the weighty burdens to slip off his shoulders in the realization that he is not alone.

Cast upon Hashem your burden, and He will sustain you, He will never allow the righteous to falter (Psalms 55:23).

HaRav Yechezkel Levenstein writes in his work on Emunah (pp. 182-183) that one should stand in prayer like a beggar standing at the door with outstretched palms. The supplicant must fill himself with the awareness that his existence is entirely dependent upon G-d. When one elevates himself to this level of humility, then his life's sustenance becomes truly independent of the hand of man, and a direct gift of the Almighty.

🌀 Technology: The Illusion of Power

As man has strengthened his technological hold on the world, nature has finally lost some of the stranglehold on his life. We can predict the weather with confidence (if only for the weekend). We have lights to wash away the night, central air-conditioning to make the sun outside go away, and airplanes with which to escape the harshness of winter. We seem to have reached the pinnacles of technological success – are we yet sovereigns of our destiny?

Man shall never really conquer nature: Pitted against the backdrop of the starry cosmos, he still trembles at the grandeur of his Creator. Nonetheless, on a daily level, modern man finds it difficult to sense his helplessness. Ultimately, this can be his greatest stumbling block in the pathway to genuine, meaningful prayer. In overcoming this block, one must learn well the Ramban's previous lessons on humility, before he can properly approach prayer.

🌀 Altering Destiny: Altering Oneself

Rabbi Yoseph Albo (*Sefer Halkkarim*, IV:18) asks: "How does a mortal dare to approach the Almighty in prayer to ask Him to change His decrees? G-d certainly knows what is best for man! How can we have the audacity to request a change of the Divine design of events?" He answers that one who prays properly undergoes a literal process of transformation. Thus, *אם תשתנה ההכנה תשתנה הגזירה*, "When one's character changes, then the Divine decree against him changes accordingly."

🌀 The Shell and the Kernel

Chovos Halevavos (Shaar Cheshbon Hanefesh, Ch. III, section 9) gives detailed instructions on how to prepare for prayer:

One must disengage himself from this world and free his mind of any thought which will distract his attention from prayer. One should seriously take to heart that he stands before his Maker, and should carefully choose both the words and the themes he intends to contemplate.

Understand this will – the words of prayer enunciated by the mouth are merely the shell. The heart's meditation upon these words is the inner kernel. Words are like the body of prayer, while meditation is the soul. One who prays only with his tongue, while his mind wanders, resembles an empty body, a husk devoid of a kernel.

Such a person is compared to the servant whose master had just returned home from a journey. The servant sent his children to greet the master, while he himself ignored the master's presence. The master was infuriated by this wanton disrespect. Similarly, if the heart sends the body and

the mouth to greet the Almighty in prayer, if the heart itself turns its attention elsewhere, G-d will surely be displeased.

He concludes:

My dear brother, it is only proper that you realize what prayer really is! It is nothing less than the passionate yearning of the soul for G-d, and its utter surrender before Him.

ACTT Module Packet Appendix



ACTT Commitment Form – Kavanah During Davening 5 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 _____

- ___ *Kavanah During Davening act(s) daily in a ☺ mood*
(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*
 - ___ *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*
- *Learning ___ minutes daily from* (ACTT recommends 5 minutes daily):
 - The ACTT *Kavanah During Davening 5 Learning Schedule Book* (see *ACTT Daily Activity Log*)
 - Other _____

Please PRINT all information

Name: _____ Date _____

Email address: _____ Tel. number _____

Address: _____

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

Please email form: commitment@actt613.org or mail: ACTT, 48 Edgemount Road, Edison, NJ 08817



ACTT Activity/Action Ideas

Acknowledgements:

- 1) Some of the ideas for Kavanah During Davening were adapted from Praying with Fire by Rabbi Heshy Kleinman
- 2) Some 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
- 3) Some of the ideas for Judging Favorably were adapted from "The Other Side of the Story" by Yehudis Samet
- 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) Ideas for Improving Anger Management were adapted from Anger The Inner Teacher @ www.aish.com/spirituality/growth/Anger_The_Inner_Teacher.asp

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>
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IDEAS FOR ACTS OF CHESED

<p>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</p>	<p>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</p>	<p>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</p>
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ACTT Activity/Action Ideas (continued)

IDEAS FOR JUDGING FAVORABLY

<p>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.</p>	<p>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</p>
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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>
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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>
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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>



ACTT Daily Activity Log – Kavanah During Davening 5 Module

Abbreviations: 1) YWF = Yearning With Fire by Rabbi Heshy Kleinman; 2) KDD = *Kavanah During Davening*; 3) AC = *Ahavas Chesed*; 4) JF = *Judging Favorably*; 5) HT = *Hakaras HaTov*; 6) B = *Bitachon*; 7) AM = *Anger Management*; 8) SL = *Shmiras HaLashon*

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	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	√	YWF	x	√
					√
					√
					√
Note: Below is the suggested reading from the <i>Kavanah During Davening</i> module’s new source book, <u>Yearning With Fire</u>					
Sun	09/05/10		YWF	Foreword	
Mon	09/06/10		YWF	Preface	
Tue	09/07/10		YWF	Prologue	
Wed	09/08/10		YWF	Using Book	
Thu	09/09/10		YWF	1	
Fri	09/10/10		YWF	2	
Sat	09/11/10		YWF	3	
Sun	09/12/10		YWF	4	



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5 Module*

		Learned (√)			Activity/Action	
Date		√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Mon	09/13/10		YWF	5		
Tue	09/14/10		YWF	6		
Wed	09/15/10		YWF	7		
Thu	09/16/10		YWF	8		
Fri	09/17/10		YWF	9		
Sat	09/18/10		YWF	10		
Sun	09/19/10		YWF	11		
Mon	09/20/10		YWF	12		
Tue	09/21/10		YWF	13		
Wed	09/22/10		YWF	14		
Thu	09/23/10		YWF	15		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5* Module

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Fri	09/24/10	YWF	16		
Sat	09/25/10	YWF	17		
Sun	09/26/10	YWF	18		
Mon	09/27/10	YWF	19		
Tue	09/28/10	YWF	20		
Wed	09/29/10	YWF	21		
Thu	09/30/10	YWF	22		
Fri	10/01/10	YWF	23		
Sat	10/02/10	YWF	24		
Sun	10/03/10	YWF	25		
Mon	10/04/10	YWF	26		



ACTT Daily Activity Log (continued) – Kavanah During Davening 5 Module

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Tue	10/05/10	YWF	27		
Wed	10/06/10	YWF	28		
Thu	10/07/10	YWF	29		
Fri	10/08/10	YWF	30		
Sat	10/09/10	YWF	31		
Sun	10/10/10	YWF	32		
Mon	10/11/10	YWF	33		
Tue	10/12/10	YWF	34		
Wed	10/13/10	YWF	35		
Thu	10/14/10	YWF	36		
Fri	10/15/10	YWF	37		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5* Module

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Sat	10/16/10	YWF	38		
Sun	10/17/10	YWF	39		
Mon	10/18/10	YWF	40		
Tue	10/19/10	YWF	41		
Wed	10/20/10	YWF	42		
Thu	10/21/10	YWF	43		
Fri	10/22/10	YWF	44		
Sat	10/23/10	YWF	45		
Sun	10/24/10	YWF	46		
Mon	10/25/10	YWF	47		
Tue	10/26/10	YWF	48		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5 Module*

		Learned (√)		Activity/Action	
Date		√ Book	Day	√	Notes (description of activity/action, comments, etc.)
Wed	10/27/10	YWF	49		
Thu	10/28/10	YWF	50		
Fri	10/29/10	YWF	51		
Sat	10/30/10	YWF	52		
Sun	10/31/10	YWF	53		
Mon	11/01/10	YWF	54		
Tue	11/02/10	YWF	55		
Wed	11/03/10	YWF	56		
Thu	11/04/10	YWF	57		
Fri	11/05/10	YWF	58		
Sat	11/06/10	YWF	59		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5 Module*

		Learned (√)		Activity/Action	
Date		√ Book	Day	√	Notes (description of activity/action, comments, etc.)
Sun	11/07/10	YWF	60		
Mon	11/08/10	YWF	61		
Tue	11/09/10	YWF	62		
Wed	11/10/10	YWF	63		
Thu	11/11/10	YWF	64		
Fri	11/12/10	YWF	65		
Sat	11/13/10	YWF	66		
Sun	11/14/10	YWF	67		
Mon	11/15/10	YWF	68		
Tue	11/16/10	YWF	69		
Wed	11/17/10	YWF	70		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5 Module*

		Learned (√)		Activity/Action	
Date		√ Book	Day	√	Notes (description of activity/action, comments, etc.)
Thu	11/18/10	YWF	71		
Fri	11/19/10	YWF	72		
Sat	11/20/10	YWF	73		
Sun	11/21/10	YWF	74		
Mon	11/22/10	YWF	75		
Tue	11/23/10	YWF	76		
Wed	11/24/10	YWF	77		
Thu	11/25/10	YWF	78		
Fri	11/26/10	YWF	79		
Sat	11/27/10	YWF	80		
Sun	11/28/10	YWF	81		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 5* Module

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Mon	11/29/10	YWF	82		
Tue	11/30/10	YWF	83		
Wed	12/01/10	YWF	84		
Thu	12/02/10	YWF	85		
Fri	12/03/10	YWF	86		
Sat	12/04/10	YWF	87		
Sun	12/05/10	YWF	88		
Mon	12/06/10	YWF	89		

Glossary

Ahavas Chesedloving kindness
B'li Nederwithout making a formal commitment
Bitachontrust in Hashem
Chesedkindness
Chizukmoral support
Daveningpraying
Emunafaith
Hakaras HaTovgratitude
Kavanahconcentration
Klal Yisraelthe Jewish people
Lashon Haraevil tongue (speech) - any derogatory or damaging (physically, financially, socially, or stress-inducing) communication
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
Zechusmerit