



*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 3***

***וכשיתפלל המתפלל בלשונו,  
ולבו טרוד בזולת ענין התפלה,  
תהיה תפלתו גוף בלא רוח וקליפה בלא לב,  
מפני שגופו נמצא ולבו בל עמו עת תפלתו.***

***When one prays with his tongue,  
while his heart is preoccupied with something other than the meaning of the prayer,  
his prayer is like a body without a soul, or a husk without its kernel;  
his body is present, but his heart is not with him while he is praying.***

Chovos HaLevavos/Duties of the Heart  
Section 8: Shaar Cheshbon HaNefesh/The Gate of Self-Accounting, 3:9

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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 20080904

## **ACTT Kavanah During Davening Module – Packet 3**

### **Specific Goal Suggested for *Kavanah During Davening 3* Module**

- To continue the study of the Tefillos of the daily Shacharis, the Morning Service, and to also learn more about daily Mincha, the Afternoon Service, daily Maariv, the Evening Service, some select Berachos, Blessings, and parts of the Rosh Hashanah, Yom Kippur, Succos, and Shabbos services in order to increase one's understanding of specific Tefillos and create a stronger bond with Hashem
- To select one Tefillah from the daily Tefillos and one Tefillah from the Rosh Hashanah and Yom Kippur davening that one will learn and understand in greater depth so that when one says that Tefillah it is said with greater concentration and personal meaning

### **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 module is part 3 of the *Kavanah During Davening* series and will last for 11 weeks.

### **To Do List**

- If you are not yet a member of the ACTT Organization, fill out a membership application and submit it – see Membership page of [www.actt613.org](http://www.actt613.org) or ACTT Welcome Kit
- Fill out the “ACTT *Kavanah During Davening 3* Commitment Form”, keep a copy for yourself and submit a copy to the organization – see Module page of [www.actt613.org](http://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 3* 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 3* 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 3* kickoff 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*:

- 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
- Praying With Fire - Igniting the Power of Your Tefillah - A 5-Minute Lesson-A-Day by Rabbi Heshy Kleinman; Artscroll/Mesorah; ISBN: 1422600157
- 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

### ***Praying Big, Praying Small***

by Yaffa Ganz

Reproduced with Aish HaTorah's permission from:

[http://www.aish.com/spirituality/prayer/Praying\\_Big3\\_Praying\\_Small.asp](http://www.aish.com/spirituality/prayer/Praying_Big3_Praying_Small.asp)

**Rosh Hashana and Yom Kippur are a time of concentrated prayer. But how does one pray effectively if one isn't even sure how to begin or what to pray for?**

I used to pray for *every* small thing I wanted or needed or thought I needed. But one day I decided that I was bothering G-d with too many minor requests. I felt it was a better idea to concentrate on the really big, important issues -- the things that really mattered -- instead of cluttering up the lines of communication with all the petty stuff.

That's when I switched over to praying "big." I also thought that praying big was more conducive to praying well, although it didn't quite turn out that way. As it did turn out, praying big just meant asking for different things, but I didn't know that at the time.

Most people seem to do a better job of praying when their powers of concentration are more concentrated on their own personal welfare. When praying for worldwide peace, for the Messiah, for starving children in Africa or for other universal panaceas, we tend to be pious, generous, well-meaning but definitely laid-back.

But just let something touch home and see how fast we sit up! A serious illness, a looming financial disaster, a divorce, or long hoped for *shidduch* -- and the adrenalin-fed powers of concentration are flowing in no time at all. The tears well up, the chest heaves, the brow wrinkles and words of prayer gush forth.

### **Wordless Cry**

Like the voice of the shofar, our prayer can be a wordless cry from the depths of the heart. Like the story of the shepherd boy who played his flute in shul on Yom Kippur because he could not read, it can be a gift of song from the soul. Like the man who offered G-d the twenty-two letters of the alef beit because he did not know how to use the prayer book, prayer can be a rational gift from man's mind. Whatever form it takes, true prayer is pure and whole. But almost by definition, prayer means words.

Speech, phrased in the form of prayer, is just about the only gift we can offer our Creator. Our words praise Him, beseech Him to fulfill our endless needs and requests, and thank Him for His endless benevolence. They allow us to form some concept of G-d and to imitate His ways. It's *our* way of recognizing that He is all we've got. And He graciously accepts our unending lists of supplication as a humble offering.

That's why I went back to praying "small." I had so many small requests that needed tending to. I couldn't keep putting them aside, hoping they'd take care of themselves. I needed help on the everyday stuff, not only on the biggies.

The moment I understood that my minute, repetitive requests were also legitimate prayer, I felt tremendously relieved.

### **Service of the Heart**

And when I realized that these small prayers were actually a form of Divine *service* -- my service of the heart -- I was uplifted. Imagine! I come asking for gifts and I am credited with doing a good deed! Where else can you find such a marvelous arrangement? Every time I try to withdraw from the heavenly bank, a deposit is placed in my account!

At that point I let myself go full speed ahead: "Please G-d, don't let the heater break down just yet. Please make my husband's sore throat better. Please make my challah rise. Please don't let the phone bill come due before the salary goes into the bank. Please help my son get to school on time this morning; his teacher is getting annoyed. Please let that nice boy call my neighbor's daughter for a second date. She isn't getting any younger, You know. And please, see to it that the manuscript I sent in to the publisher is accepted. Please, please, please."

To my amazement, I discovered that once all the smaller daily requests were out of the way, I was free to start in on the bigger items. This outpouring of immediate but intimate prayer, with its natural, accompanying *kavanah* "proper intent" -- (I *really* wanted that manuscript to be accepted!) -- paved the way for improved *kavanah* during longer, more formal prayer.

King David said it all. He poured his heart out in soaring songs of praise, in searing prayers, in sublime thanksgiving, in words infinitely more exalted than any I could conjure up. There was a time when his words seemed too lofty to express my trivial concerns. But now that I was taking care of my own everyday affairs with my own small words, I felt more comfortable borrowing *his* words for the larger issues, and like the hundreds of generations before me, I, too, found within them strength, endurance, and overwhelming beauty. His were the words I needed for praying really BIG.

### ***40 Days To A Better Self***

by Rabbi Shraga Simmons

Reproduced with Aish HaTorah's permission from:

[http://www.aish.com/spirituality/prayer/40\\_Days\\_To\\_A\\_Better\\_Self.asp](http://www.aish.com/spirituality/prayer/40_Days_To_A_Better_Self.asp)

**Prayer is not waving a magic wand and hoping for the best. Prayer is a serious exercise in introspection and self-transformation, where a new, better "self", emerges.**

Legend in Jerusalem says that if you go to the Western Wall for 40 consecutive days, and pray for one specific thing, it will be granted. There are so many stories of this working successfully, that the phenomenon is hard to deny. I'll share with you my own personal encounter:

Years ago, when the time was ripe to get married, I decided to make the commitment to go to the Western Wall for 40 consecutive days. At first I treated this as some kind of magical, metaphysical ploy to butter up G-d and score brownie points. But as the days passed, I began to understand the power of prayer as a means of self-transformation. Day in and day out, I was forced to examine the areas in which I needed to grow before I could truly be considered ready for marriage.

Jewish prayer is always spoken aloud because the exercise of formulating words forces us to define and refine our goals. My daily trips to the Wall (which on Shabbos involved a 45-minute walk each way) solidified my commitment to confront these issues and resolve them.

Of course, while G-d answers all prayers, sometimes the answer is "No, not right now." We may be asking for the wrong thing without realizing it. A good parent will not lend the car keys to a teenager who is not yet responsible enough to handle it. And even all the begging in the world will not get a good parent to change his mind.

### **The New You**

Prayer is our opportunity to move beyond our limitations. *Li-heet-pallel*, the Hebrew word for prayer, comes from the root *pallel*, which means to inspect. The prefix *li-heet* is the reflexive form - denoting an action that one does to oneself. *Li-heet-pallel* is therefore an act of personal introspection. When we pray, we look inside and ask, "What do I need to change about myself in order to get what I really want out of life?"

With serious effort, we can actually change our character and a new, better "self" emerges. Since I am no longer the same person who G-d said "no" to yesterday, the appropriate answer may now be "yes."

The end of my story? I completed my 40 days at the Wall, and within one week was engaged to my wife.

Since then, I have tried the 40 days on two other occasions - both with success, thank G-d. But since I no longer live in Jerusalem, who knows if I'll ever have the chance again. Maybe it's better anyway to quit while I'm ahead...

### **Virtual Jerusalem**

People often ask if they can do 40 days at the Wall by visiting the web cam ([www.aish.com/wallcam](http://www.aish.com/wallcam)). It would certainly be effective from the standpoint of confronting oneself day in and day out. On the other hand, there is a mystical advantage to standing at the Western Wall, the spot where all prayers ultimately ascend to heaven.

So does a virtual 40 days work? I don't know. It certainly doesn't hurt to try.

(By the way, if you have to do 40 days straight, how do you visit the Wall cam on Shabbat? Simply calculate the time zones, so that you visit when it is Shabbat in Jerusalem, but not Shabbat in your town. G-d is probably more likely to listen to a prayer that does not involve turning a computer on in violation of Shabbat.)

# **ACTT Module Packet Appendix**





## **ACTT Commitment Form – Kavanah During Davening 3 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 for Positive Results act(s)*  *daily* or  *weekly*
- *Learning \_\_\_ minutes daily from* (ACTT recommends 5 minutes daily):
  - The ACTT *Kavanah During Davening 3* 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](mailto:commitment@actt613.org) or mail: ACTT, 48 Edgemount Road, Edison, NJ 08817



## ACTT Activity/Action Ideas

**Acknowledgements:**

- 1) 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](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) 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)

<b>IDEAS FOR IMPROVING KAVANAH DURING DAVENING</b>	
<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>

<b>IDEAS FOR ACTS OF CHESED</b>		
<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 &amp; 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>



## ACTT Activity/Action Ideas (continued)

### 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

### IDEAS FOR HAKARAS HA'TOV

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

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 *Modeh Ani* each morning with great feeling  
 Reflect on *Modim Anachnu Lach* in *Shmoneh Esrei*  
 Thank Hashem for every breath that you take

### IDEAS FOR BITACHON

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

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



## ACTT Activity/Action Ideas (continued)

<b>IDEAS FOR IMPROVING ANGER MANAGEMENT</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</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>



## ACTT Daily Activity Log – *Kavanah During Davening 3 Module*

Abbreviations: 1) Twerski on Prayer = Twerski on Prayer by Rabbi Abraham J. Twerski; 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	Pages	√	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/08	√	Twerski on Prayer	x	√
					√
					√
					√
<b>Note: This is a continuation of the <i>Kavanah During Davening</i> module and below are suggested pages to read each day from <u>Twerski on Prayer</u></b>					
Mon	09/08/08		Twerski on Prayer	Daily Shachris 165-167	
Tue	09/09/08		Twerski on Prayer	168-170	
Wed	09/10/08		Twerski on Prayer	171-173	
Thu	09/11/08		Twerski on Prayer	174-175	
Fri	09/12/08		Twerski on Prayer	179-181	
Sat	09/13/08		Twerski on Prayer	182-183	
Sun	09/14/08		Twerski on Prayer	186-187	
Mon	09/15/08		Twerski on Prayer	190-192	



**ACTT Daily Activity Log (continued) – *Kavanah During Davening 3* Module**

		Learned (✓)		Activity/Action	
Date	✓	Book	Pages	✓	Notes (description of activity/action, comments, etc.)
Tue	09/16/08	Twerski on Prayer	192-195		
Wed	09/17/08	Twerski on Prayer	196-198		
Thu	09/18/08	Twerski on Prayer	199-201		
Fri	09/19/08	Twerski on Prayer	202-203		
Sat	09/20/08	Twerski on Prayer	High Holy Days 306-307		
Sun	09/21/08	Twerski on Prayer	310-311		
Mon	09/22/08	Twerski on Prayer	312-314		
Tue	09/23/08	Twerski on Prayer	315-317		
Wed	09/24/08	Twerski on Prayer	320-321		
Thu	09/25/08	Twerski on Prayer	324-325		
Fri	09/26/08	Twerski on Prayer	326-327		



**ACTT Daily Activity Log (continued) – *Kavanah During Davening 3 Module***

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Sat	09/27/08	Twerski on Prayer	331-332		
Sun	09/28/08	Twerski on Prayer	333-334		
Mon	09/29/08	Twerski on Prayer	335-337		
Tue	09/30/08	Twerski on Prayer	338-339		
Wed	10/01/08	Twerski on Prayer	342-343		
Thu	10/02/08	Twerski on Prayer	346-347		
Fri	10/03/08	Twerski on Prayer	350-351		
Sat	10/04/08	Twerski on Prayer	352-353		
Sun	10/05/08	Twerski on Prayer	357-360		
Mon	10/06/08	Twerski on Prayer	361-362		
Tue	10/07/08	Twerski on Prayer	363-364		



**ACTT Daily Activity Log (continued) – *Kavanah During Davening 3 Module***

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Wed	10/08/08	Twerski on Prayer	365-366		
Thu	10/09/08	Twerski on Prayer	367-369		
Fri	10/10/08	Twerski on Prayer	372-373		
Sat	10/11/08	Twerski on Prayer	377-379		
Sun	10/12/08	Twerski on Prayer	383-385		
Mon	10/13/08	Twerski on Prayer	388-389		
Tue	10/14/08	Twerski on Prayer	Succos 422-423		
Wed	10/15/08	Twerski on Prayer	426-427		
Thu	10/16/08	Twerski on Prayer	430-431		
Fri	10/17/08	Twerski on Prayer	434-435		
Sat	10/18/08	Twerski on Prayer	438-439		





**ACTT Daily Activity Log (continued) – *Kavanah During Davening 3* Module**

		Learned (✓)		Activity/Action	
Date	✓	Book	Pages	✓	Notes (description of activity/action, comments, etc.)
Sun	10/19/08	Twerski on Prayer	442-443		
Mon	10/20/08	Twerski on Prayer	Hallel 446-447		
Tue	10/21/08	Twerski on Prayer	448-449		
Wed	10/22/08	Twerski on Prayer	450-451		
Thu	10/23/08	Twerski on Prayer	452-453		
Fri	10/24/08	Twerski on Prayer	454-455		
Sat	10/25/08	Twerski on Prayer	Berachos 206-207		
Sun	10/26/08	Twerski on Prayer	208-210		
Mon	10/27/08	Twerski on Prayer	211-213		
Tue	10/28/08	Twerski on Prayer	214-215		
Wed	10/29/08	Twerski on Prayer	216-217		



**ACTT Daily Activity Log (continued) – *Kavanah During Davening 3 Module***

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Thu	10/30/08	Twerski on Prayer	218-219		
Fri	10/31/08	Twerski on Prayer	220-222		
Sat	11/01/08	Twerski on Prayer	223-224		
Sun	11/02/08	Twerski on Prayer	225-227		
Mon	11/03/08	Twerski on Prayer	228-229		
Tue	11/04/08	Twerski on Prayer	230-231		
Wed	11/05/08	Twerski on Prayer	Daily Mincha 235-237		
Thu	11/06/08	Twerski on Prayer	238-239		
Fri	11/07/08	Twerski on Prayer	Daily Maariv 243		
Sat	11/08/08	Twerski on Prayer	Shabbos 247-249		
Sun	11/09/08	Twerski on Prayer	253-255		



**ACTT Daily Activity Log (continued) – *Kavanah During Davening 3 Module***

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Mon	11/10/08	Twerski on Prayer	259-261		
Tue	11/11/08	Twerski on Prayer	261-264		
Wed	11/12/08	Twerski on Prayer	265-267		
Thu	11/13/08	Twerski on Prayer	268-269		
Fri	11/14/08	Twerski on Prayer	270-271		
Sat	11/15/08	Twerski on Prayer	275-277		
Sun	11/16/08	Twerski on Prayer	278-279		
Mon	11/17/08	Twerski on Prayer	280-283		
Tue	11/18/08	Twerski on Prayer	287-289		
Wed	11/19/08	Twerski on Prayer	290-291		
Thu	11/20/08	Twerski on Prayer	292-293		



## 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>Emuna</b>	.....faith
<b>Hakaras HaTov</b>	.....gratitude
<b>Kavanah</b>	.....concentration
<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>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>Zechus</b>	.....merit