



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

Vilna Gaon - *Even Shleima*, Chapter 1

***Bitachon - Trust in Hashem Module
Packet 4***

כִּי בּוֹ יִשְׂמַח לִבֵּנוּ, כִּי בְּשֵׁם קִדְשׁוֹ בְּטַחֲנוּ.

For in Him will our hearts be glad, for in His Holy Name we trusted.

Tehillim/Psalms 33:21

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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 20200710

ACTT *Bitachon* Module – Packet 4

Specific Goal Suggested for *Bitachon 4* Module

To strive to be fully content throughout the day knowing that everything comes from Hashem.

General Goal of *Bitachon* Module

To develop and internalize total Trust in Hashem in all aspects of my life that results in true peace of mind and authentic joy.

Module Duration

This is the fourth module on *Bitachon - Trust in Hashem* and is scheduled for 175 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 *Bitachon 4*, 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 *Bitachon* activity/action in your “ACTT Generic Daily Activity Log” for *Bitachon 4* – 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 *Bitachon 4* – 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 *Bitachon 4* 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

Bitachon Resources

The following are some resources for learning about *Bitachon*:

- [A Life of Bitachon – Stories and insights - connecting with Hashem through faith and trust](#) by Rabbi Yitzchak Dwek; Artscroll/Mesorah; ISBN: 1-42261-939-7
- [Chizuk! - A Primer on Bitachon, Coping, and Hope](#) by Rabbi Eliezer Parkoff; Feldheim Publishers; ISBN: 1-59826-428-9
- [Trust Me! - An Anthology of Emunah and Bitachon](#) by Rabbi Eliezer Parkoff; Feldheim Publishers; ISBN: 1-58330-531-9
- [The Garden of Emuna - A Practical Guide to Life](#) by Rabbi Shalom Arush; Feldheim Publishers; ISBN: 1-59526-636-4
- [You Can Learn Bitachon - Trust in G-d](#) by Yeshiva Zichron Eliezer; Hamatik Printing
- [Duties of the Heart - Chovos ha-Levavos](#) (Volume 1 – Section 4: The Gate of Trust in G-d) by R. Bachya ben Joseph ibn Paquda, Translated by: Daniel Haberman; Feldheim Publishers; ISBN: 1-58330-432-0
- [Faith & Trust \(Emunah Ubitachon\)](#) by the Chazon Ish, Translated by Yaakov Goldstein; The Judaica Press; ISBN: 9789657452004
- [Faith at Work – Building a Life of Bitachon](#) CDs by Rabbi Ephraim Wachsman; The Chofetz Chaim Heritage Foundation (CCHF) website: <https://powerofspeech.org/shop>, tel# 845-352-3505
- Several Bitachon and Emuna audio shiurim by Rabbi BenTzion Shafier at www.TheShmuz.com

Stressed Out?

by Emuna Braverman

There is an ancient Jewish solution that helps battle the stress in our lives, but it's not easy.

Reproduced with Aish HaTorah's permission from: www.aish.com/sp/pg/Stressed_Out.html

There have been a lot of articles about stress lately (I get stressed out just reading them!). How multi-tasking leads to stress. How an insecure job market, financial overextension, information overload, dual-income families, and marriage all lead to stress. What are we doing to ourselves? Even free time makes us anxious! In a world where everything is supposed to be faster and easier, why doesn't it feel better?

There are many downsides to a stress-filled existence -- marital challenges, pressured and unhappy children, health risks. But perhaps the biggest loss is the sense of joy and optimism that should carry us through the day. Perhaps the biggest downside of keeping busy every moment is that we never stop to enjoy any of them. Perhaps the highest price is the loss of happiness, the inability to achieve peace of mind. Can a person who is "stressed-out" take pleasure in their spouse and children? Are they too wound up to enjoy their beautiful backyard or a relaxing dinner? Do they need memos that read "tell my wife I love her" or "read a story to the children" and "don't forget to concentrate while doing so!"?

All too often we keep ourselves busy to bolster our self-esteem and avoid introspection. All too often we keep ourselves busy to avoid the complications and true effort of our interpersonal relationships. All too often we keep ourselves busy because we don't know any other way, and it's too stressful to change!

Trust in the Almighty is the only key to a truly stress-free existence, to real peace of mind

My friends in the medical profession can list ad nauseum the stress-related symptoms they see these days: too many pains without probable physical cause; too many unsubstantiated trips to the doctor's office. Too much depression and too many pills. This is progress?

There is an ancient Jewish solution that helps battle the stress in our lives, but it's not easy. It doesn't involve meditation or pressure points. It can be done without feng shui or any channeling of past lives. And no kabbalistic insight from Madonna will help you.

It's called Bitachon -- trust in the Almighty, and it's the only key to a truly stress-free existence, to real peace of mind.

Bitachon means recognizing that the Almighty is One, and the whole world is an expression of His will. Since the Almighty is all good, everything in the world that happens is an expression of G-d's goodness.

The implications of this are ultimately very freeing. If we could really internalize this idea, we would revolutionize the way we live our lives. If you're a control freak like me (I haven't descended to pink hangers for my girls and blue for my boys, but I do insist on keeping my children's books in numerical order where applicable!), then letting go of the illusion that you run the world is a big challenge. Like those who sit by the plane window to keep an eye on the wings, I have this sense that if I relax my vigilance, my world will spin out of control. At the same time, I know intellectually it's not in my control to begin with. But if I take a deep breath, then let it out, and for a moment recognize I'm not flying the plane, that it's all out of my hands, I have a moment of peace.

The goal is not only to extend those moments, but to remove the other impediment to peace of mind -- fear. Many of us live with free-floating fear and anxiety that settles on different issues de jour -- from terrorist attacks to earthquakes to tragic diseases, G-d forbid. In the event that the ostensible cause for anxiety is removed, it efficiently finds another issue on which to rest.

But what if I truly recognized that everything that happens is for the good, that everything is a personal gift from the Almighty? My anxiety would just float away.

So, I'm working on it. My anxiety is far from floating. My stress level remains high. But I know the solution; I know the mantra to recite and it has real words to it : "The Almighty runs the world; He loves me and only wants my good." Isn't that what we tell our children? To achieve this recognition and the concurrent freedom is truly life's work. It isn't easy, far from it! And it's tempting to think that the right pharmaceuticals, the right amulet, the right teacher can do all the work for you. We so desperately want to believe in magic. But there is no magic here. There's just the slow, steady constant work of acknowledging that we're in good hands and He won't let us fall.

To achieve this recognition and the concomitant peace of mind, we have to employ a full battery of tools to master this essential concept. Begin by learning. Every story in the Torah speaks to this issue, the miraculous history and survival of the Jewish people speaks to this issue, every book on personal growth speaks to this issue -- as do the gifts in each of our lives. Learn in order to reinforce this idea. (There's no such thing as "Been there, done that" in Torah study.)

Take your stresses and link them to G-d

My husband suggested another tool: take your stresses and link them to G-d. Whatever we agonize about -- money, weight, your children, world peace - they haunt us on and off throughout our days. So each time you think a stressful thought, respond, "The Almighty will help." Enlist your anxieties in the battle for Bitachon.

Encourage your friends and family to recognize G-d's hand in their lives. I know many people who relate these incidents at their Shabbat table, or their weeknight dinner time, or while driving carpool.

Count your blessings. This is the most obvious tool, but in some ways the most difficult. In a good mood, this is a wonderful tool. In a bad mood (when we need it the most), we grumble about its ineffectiveness. Do it anyway. Regularly.

And make a spiritual accounting. How am I doing? Am I working at it? The most meaningful things in life are only acquired through tremendous effort (don't you hate it when people tell you that?!) But who can imagine how great the reward...

We are all searching for that elusive peace of mind, and far too often it's through ineffective, even damaging, means.

It's available. The Almighty is anxiously (pardon the pun) awaiting our return. Just close your eyes, lean back...and let go.

The Connection Between Calmness and Trust in G-d

by Rabbi Yehonasan Gefen

Devarim (Deuteronomy 1:1-3:22)

Reproduced with Aish HaTorah's permission from: www.aish.com/tp/i/gl/126479863.html

The Torah Portion begins with Moses rebuking the Jewish people for the various sins that they committed in the desert. One of the first sins that he addresses is that of the spies. Moshe recalls the events that led to this tragic occurrence. "And you all approached me and said, 'let us send men ahead of us who will spy out the land for us, and they will tell us the way which we should go in it, and which cities we should come to.'" (1)

Given that all of Moses' words involve some kind of rebuke, the question arises, what exactly is the criticism found in these words? Rashi explains that the way in which they approached Moses was inappropriate. "You all approached me in an irbuvi (disorganized muddle), (2) the children pushing ahead of the elderly, and the elderly pushing ahead of the leaders." (3)

The simple understanding of this criticism is that Moses was rebuking them for a lack in *derech erez* (respect) and *kavod HaTorah* (respect for Torah). Rav Yaakov Kamenetsky writes that it is difficult to say that this was the focus of Moses' reproof. It is clear from the account of the spies in the Torah Portion of Shelach, that the main failing of the spies was a lack of *bitachon* (trust in G-d). This caused them to be fearful of the mighty people living in Israel, and to mourn their perceived inability to conquer the land. Accordingly, what is the connection between the fact that the people approached Moshe in an inappropriate manner, with the lack of *bitachon* that was the true cause of the sin?

Rav Kamenetsky explains that indeed, the lack of bitachon was the cause of the sin of the spies; the lack of derech erez displayed was merely a symptom of that lacking. Had they had the appropriate level of trust, then they would have calmly approached Moses, in the correct order. However, since they felt a great deal of anxiety about entering the land, they acted in an agitated fashion, and broke the conventions of who should approach Moses first. In this way, their lack of bitachon was the cause of their agitated behavior. (4)

Rav Kamenetsky uses this idea to answer a pressing question in the story of the spies. In Shelach, the order of the spies is not in the same order as anywhere else in the Torah. Normally, they are written according to their age, but here they are not. The commentaries offer various suggestions as to the reasoning behind the order. (5) Rav Kamenetsky suggests that there is no reasoning to the order of the spies in this instance; the spies, with the exception of Joshua and Calev, felt the same anxiety as the people, therefore they also approached their entry to Israel in a state of behala. Behala results in a lack of order, accordingly, it is appropriate that the spies are mentioned in no specific order as a reflection of their agitated attitude.

We have learnt from the principle of Rav Kamenetsky that when a person acts in an agitated or hurried fashion, there is a strong possibility that his behavior stems from a lack of trust in G-d. A person who has such trust, will feel no sense of panic when he needs to do something, and will have no sense of impatience when events do not take place as quickly as he would like them to. Rather, he recognizes that G-d is constantly guiding him, and any tests that he undergoes are G-d's way of giving him opportunities to grow. However, when a person does not have the security that bitachon provides, he feels no sense of calmness (menucha), and may feel eager to make events happen quicker than they should.

The first lesson that one can take from this idea is to be aware of situations when he may have a tendency to be impatient or agitated. When he is aware that he is in this state, he should make every effort to refrain from any action that he may later regret. Rather, he should try to step back and take a measured view of the situation at hand. Secondly, he should understand that his behavior may well stem from a lack of bitachon, and he should try to internalize that which intellectually he knows to be true - that G-d is with Him and therefore, there is no need to get agitated.

May we all merit developing the bitachon that will enable us to live with menucha.

NOTES

1. Devarim 1:22.
2. Irbuvia is most accurately translated as a mixture or muddle - it means that there was no order in how they approached him as is explained above.
3. Rashi, Devarim, 1:22.
4. Emes L'Yaakov, Devarim, 1:22.
5. Shelach, 13:4. See Ramban on the verse, who writes that the order is in terms of greatness, and Seforno, on the verse, who writes that the order is in age.



ACTT Module Packet Appendix

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



ACTT Generic Commitment Form For Any Module

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

Please PRINT all information

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

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

In memory of _____

As a zechus for:

a refuah shelaimah for _____

a shidduch for _____

parnassa for _____

other _____

- _____ *act(s) daily in a ☺ mood*
act(s) Name of current module

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

- *Performing one or more of the following maintenance activities in a ☺ mood*
(ACTT recommends a total of 1-2 acts daily – the *ACTT Activity/Action Ideas* has suggestions)
 - ___ *Ahavas Chesed – Loving Kindness act(s)* *daily or* *weekly*
 - ___ *Judging Favorably act(s)* *daily or* *weekly*
 - ___ *Kavanah During Davening – Concentration During Prayers act(s)* *daily or* *weekly*
 - ___ *HaKaras HaTov – Gratitude act(s)* *daily or* *weekly*
 - ___ *Bitachon – Trust in Hashem act(s)* *daily or* *weekly*
 - ___ *Anger Management for Positive Results act(s)* *daily or* *weekly*
 - ___ *Shmiras HaLashon – Guarding One’s Tongue act(s)* *daily or* *weekly*
 - ___ *Emes – Telling the Truth act(s)* *daily or* *weekly*
 - ___ *The Six Constant Mitzvos act(s)* *daily or* *weekly*
 - ___ *Simchah – Happiness act(s)* *daily or* *weekly*
 - ___ *Slichah – Forgiveness act(s)* *daily or* *weekly*
 - ___ *Zerizus – Acting With Zeal & Alacrity act(s)* *daily or* *weekly*
 - ___ *Emunah – Faith in Hashem act(s)* *daily or* *weekly*
 - ___ *Kiddush Hashem – Sanctification of G-d’s Name act(s)* *daily or* *weekly*

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

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

Commitment Signature

Signed: _____ Date _____

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



Bitachon – Trust in Hashem Module 4 Learning Schedule

Source Book: A Life of Bitachon – Stories and insights - connecting with Hashem through faith and trust
by Rabbi Yitzchak Dwek

I am dedicating today’s learning of this sefer:

In memory of _____

As a zechus for:

a refuah shleimah for _____

a shidduch for _____

parnasah for _____

other _____

Learning Schedule

Date	Part/Chapter	Date	Part/Chapter	Date	Part/Chapter	Date	Part/Chapter
Sun 07/05/20	Intro19-21	Mon 07/27/20	Ch4	Tue 08/18/20	Ch12	Wed 09/09/20	Ch13
Mon 07/06/20	Intro21-24	Tue 07/28/20	Ch5	Wed 08/19/20	Ch13	Thu 09/10/20	Ch14
Tue 07/07/20	Intro24-28	Wed 07/29/20	Ch6	Thu 08/20/20	Ch14	Fri 09/11/20	Ch15
Wed 07/08/20	PART1/Ch1	Thu 07/30/20	Ch7	Fri 08/21/20	Ch15	Sat 09/12/20	CatchUp
Thu 07/09/20	Ch2	Fri 07/31/20	Ch8	Sat 08/22/20	CatchUp	Sun 09/13/20	Ch16
Fri 07/10/20	Ch3	Sat 08/01/20	CatchUp	Sun 08/23/20	Ch16	Mon 09/14/20	Ch17
Sat 07/11/20	CatchUp	Sun 08/02/20	Ch9	Mon 08/24/20	Ch17	Tue 09/15/20	Ch18
Sun 07/12/20	Ch4	Mon 08/03/20	Ch10	Tue 08/25/20	Ch18	Wed 09/16/20	Ch19
Mon 07/13/20	Ch5	Tue 08/04/20	Ch11	Wed 08/26/20	PART4/Ch1	Thu 09/17/20	Ch20
Tue 07/14/20	Ch6	Wed 08/05/20	PART3/Ch1	Thu 08/27/20	Ch2	Fri 09/18/20	Ch21
Wed 07/15/20	Ch7	Thu 08/06/20	Ch2	Fri 08/28/20	Ch3	Sat 09/19/20	CatchUp
Thu 07/16/20	Ch8	Fri 08/07/20	Ch3	Sat 08/29/20	CatchUp	Sun 09/20/20	PART5/Ch1
Fri 07/17/20	Ch9	Sat 08/08/20	CatchUp	Sun 08/30/20	Ch4	Mon 09/21/20	Ch2
Sat 07/18/20	CatchUp	Sun 08/09/20	Ch4	Mon 08/31/20	Ch5	Tue 09/22/20	Ch3
Sun 07/19/20	Ch10	Mon 08/10/20	Ch5	Tue 09/01/20	Ch6	Wed 09/23/20	Ch4
Mon 07/20/20	Ch11	Tue 08/11/20	Ch6	Wed 09/02/20	Ch7	Thu 09/24/20	Ch5
Tue 07/21/20	Ch12	Wed 08/12/20	Ch7	Thu 09/03/20	Ch8	Fri 09/25/20	Ch6
Wed 07/22/20	Ch13	Thu 08/13/20	Ch8	Fri 09/04/20	Ch9	Sat 09/26/20	CatchUp
Thu 07/23/20	PART2/Ch1	Fri 08/14/20	Ch9	Sat 09/05/20	CatchUp	Sun 09/27/20	Ch7
Fri 07/24/20	Ch2	Sat 08/15/20	CatchUp	Sun 09/06/20	Ch10	Mon 09/28/20	Ch8
Sat 07/25/20	CatchUp	Sun 08/16/20	Ch10	Mon 09/07/20	Ch11	Tue 09/29/20	Ch9
Sun 07/26/20	Ch3	Mon 08/17/20	Ch11	Tue 09/08/20	Ch12	Wed 09/30/20	Ch10



Bitachon – Trust in Hashem Module 4 Learning Schedule (continued)

Source Book: A Life of Bitachon – Stories and insights - connecting with Hashem through faith and trust
by Rabbi Yitzchak Dwek

I am dedicating today’s learning of this sefer:

In memory of _____

As a zechus for:

a refuah shleimah for _____

a shidduch for _____

parnasah for _____

other _____

Learning Schedule (continued)

Date	Part/Chapter	Date	Part/Chapter	Date	Part/Chapter	Date	Part/Chapter
Thu 10/01/20	Ch11	Fri 10/23/20	Ch15	Sat 11/14/20	CatchUp	Sun 12/06/20	Ch11
Fri 10/02/20	Ch12	Sat 10/24/20	CatchUp	Sun 11/15/20	Ch2	Mon 12/07/20	Ch12
Sat 10/03/20	CatchUp	Sun 10/25/20	Ch16	Mon 11/16/20	Ch3	Tue 12/08/20	Ch13
Sun 10/04/20	Ch13	Mon 10/26/20	Ch17	Tue 11/17/20	Ch4	Wed 12/09/20	Ch14
Mon 10/05/20	Ch14	Tue 10/27/20	Ch18	Wed 11/18/20	Ch5	Thu 12/10/20	Ch15
Tue 10/06/20	Ch15	Wed 10/28/20	PART7/Ch1	Thu 11/19/20	Ch6	Fri 12/11/20	Ch16
Wed 10/07/20	PART6/Ch1	Thu 10/29/20	Ch2	Fri 11/20/20	Ch7	Sat 12/12/20	CatchUp
Thu 10/08/20	Ch2	Fri 10/30/20	Ch3	Sat 11/21/20	CatchUp	Sun 12/13/20	Ch17
Fri 10/09/20	Ch3	Sat 10/31/20	CatchUp	Sun 11/22/20	Ch8	Mon 12/14/20	Ch18
Sat 10/10/20	CatchUp	Sun 11/01/20	Ch4	Mon 11/23/20	Ch9	Tue 12/15/20	Ch19
Sun 10/11/20	Ch4	Mon 11/02/20	Ch5	Tue 11/24/20	PART9/Ch1	Wed 12/16/20	Ch20
Mon 10/12/20	Ch5	Tue 11/03/20	Ch6	Wed 11/25/20	Ch2	Thu 12/17/20	Ch21
Tue 10/13/20	Ch6	Wed 11/04/20	Ch7	Thu 11/26/20	Ch3	Fri 12/18/20	Ch22
Wed 10/14/20	Ch7	Thu 11/05/20	Ch8	Fri 11/27/20	Ch4	Sat 12/19/20	CatchUp
Thu 10/15/20	Ch8	Fri 11/06/20	Ch9	Sat 11/28/20	CatchUp	Sun 12/20/20	Ch23
Fri 10/16/20	Ch9	Sat 11/07/20	CatchUp	Sun 11/29/20	Ch5	Mon 12/21/20	Ch24
Sat 10/17/20	CatchUp	Sun 11/08/20	Ch10	Mon 11/30/20	Ch6	Tue 12/22/20	Ch25
Sun 10/18/20	Ch10	Mon 11/09/20	Ch11	Tue 12/01/20	Ch7	Wed 12/23/20	Ch26
Mon 10/19/20	Ch11	Tue 11/10/20	Ch12	Wed 12/02/20	Ch8	Thu 12/24/20	Ch27
Tue 10/20/20	Ch12	Wed 11/11/20	Ch13	Thu 12/03/20	Ch9	Fri 12/25/20	Ch28
Wed 10/21/20	Ch13	Thu 11/12/20	Ch14	Fri 12/04/20	Ch10	Sat 12/26/20	CatchUp
Thu 10/22/20	Ch14	Fri 11/13/20	PART8/Ch1	Sat 12/05/20	CatchUp	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.the-six-constant-mitzvos.com

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



ACTT Activity/Action Ideas (continued)

IDEAS FOR IMPROVING ANGER MANAGEMENT FOR POSITIVE RESULTS	
<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 - GUARDING ONE'S TONGUE	
<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 one's children that one can't keep Do not keep people waiting Give people credit for items they do When quoting, mention the proper source for the quote Admit when one is wrong</p>
IDEAS FOR SIMCHAH - HAPPINESS	
<p>Repeat the mantra and internalize: "The City of Happiness is in the State of Mind" For ultimate happiness, work on building an amazing relationship with Hashem Become wealthy by being satisfied with what you have materially and striving to climb higher spiritually When you wake up in the morning, say Modeh Ani with great feeling and thank Hashem for your being alive, so that you can continue to grow and achieve Do selfless acts of lovingkindness for others and you will experience boundless joy</p>	<p>Say Modim in Shmoneh Esrei with great feeling and thank Hashem for all the little gifts that He gives you every single moment – focus on each breath and say thanks S.M.I.L.E. throughout the day → See <u>M</u>iracles In <u>L</u>ife <u>E</u>veryday Always serve Hashem with gladness and goodness of heart, especially when everything is abundant Look for the good in people and in events during the day – Hashem is total goodness Happiness is in your hands – make it a great day</p>
<p>Focus on what our Sages, of blessed memory, have taught us is the reason for creation: delight in Hashem and benefit from the radiance of His Shechinah (Divine Presence)</p>	



ACTT Activity/Action Ideas (continued)

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

ACTT 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