



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 2

***דאמר רב חנה בר ביזנא אמר רבי שמעון חסידא: המתפלל צריך שיראה עצמו כאילו שכינה
כנגדו, שנאמר שויתי ה' לנגדי תמיד.***

¹For Rav Chanah bar Bizna said in the name of R' Shimon Chasida: One who prays must view himself as if Hashem's Divine Presence is opposite him as it says, ²I have set Hashem before me always.

1. Babylonian Talmud, Tractate Sanhedrin, 22a

2. Tehillim 16:8

Table of Contents

CONTACT INFORMATION.....	2
USE OF MATERIAL	2
ACTT <i>KAVANAH DURING DAVENING</i> MODULE – PACKET 2.....	3
GOAL OF <i>KAVANAH DURING DAVENING 2</i> MODULE.....	3
MODULE DURATION	3
TO DO LIST	3
<i>KAVANAH DURING DAVENING</i> RESOURCES	3
KAVANAH: THE SOUL OF PRAYER (PART II)	4
ACTT MODULE PACKET APPENDIX	6
ACTT COMMITMENT FORM – <i>KAVANAH DURING DAVENING 2</i> MODULE.....	7
ACTT ACTIVITY/ACTION IDEAS.....	8
ACTT DAILY ACTIVITY LOG – <i>KAVANAH DURING DAVENING 2</i> MODULE.....	11
GLOSSARY	17

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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 2007-09-20

ACTT Kavanah During Davening Module – Packet 2

Goal of *Kavanah During Davening 2* Module

- To deepen one's understanding of the importance of Tefillah in general and to enrich one's davening experience.
- To study the Tefillos of the daily Shacharis, the Morning Service, in order to increase one's understanding of specific Tefillos and create a stronger bond with Hashem.

Module Duration

This module is part 2 of the *Kavanah During Davening* series and will last for 9 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 or ACTT Welcome Kit
- Fill out the “ACTT *Kavanah During Davening 2* 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 2* 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, Anger Management for Positive Results, Shmiras HaLashon, and Hakaras HaTov* modules) in your “ACTT *Kavanah During Davening 2* 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 2* 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

Kavannah: The Soul of Prayer (Part II)

The following is reproduced with the permission of ArtScroll / Mesorah, New York, from pages 92-93 (Day 21) of Praying With Fire - Igniting the Power of Your Tefillah - A 5-Minute Lesson-A-Day by Rabbi Heshy Kleinman; ISBN: 1422600157:

A man once approached a great rabbi with a question: “Is it not true, Rabbi, that if a person refrains from speaking idle words for forty days, he merits the revelation of Eliyahu HaNavi?”

The rabbi confirmed that this was indeed so.

“Well then,” the man continued, “I would like to know why, after I have done this for the past forty days, I have not merited a revelation.”

“Have you prayed during these last forty days?” the rabbi asked.

“Yes, I have,” the man replied.

“If you have done so without *kavannah*,” said the rabbi, “then you have spoken many idle words.”

Kavannah has been called the *neshamah*, the soul and spirit of prayer. Without it, prayer is considered merely a *guf*, the lifeless body of *tefillah*. The root of the word “*kavannah*” indicates “direction,” and it is indeed the element that gives our *tefillos* their Heavenward direction.

Just as an arrow’s power and distance depend on the pressure exerted by the archer on the bow, the effectiveness of prayer depends on the power of the supplicant’s thought behind his prayers.

The *Abudraham* notes that the numerical equivalent of the words “*tefillah*” and “*b’kavanas halev*” (with concentration of the heart) is the same – 515 – indicating that “according to the level of *kavannah* will prayer be accepted.”

The word *lev*, heart, in all its variations, appears in the Torah a total of 113 times; this is also the total number of words found in the final sentences of all the *berachos* of *Shemoneh Esrei* (e.g., “*Baruch Atah Hashem Magen Avraham*” is five words). From this connection we learn that the concentration of our *lev* (*kavannah*) is what draws into our lives the many aspects of Hashem’s goodness expressed by the *berachos* of *Shemoneh Esrei*.

The words of *Tehillim* hold out the promise of a true, deep connection to Hashem for those who pray with their hearts: *Hashem is close to all who call upon Him, to all who call upon Him sincerely*. The *Radak* says that this verse refers to those whose prayers are a unified harmony of mind, heart, and words. Fueled by *kavannah*, these are the prayers with the power to reach their destination.

ACTT Module Packet Appendix



ACTT Commitment Form – Kavanah During Davening 2 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*
 - ___ *Anger Management for Positive Results act(s)* *daily or* *weekly*
 - ___ *Shmiras HaLashon act(s)* *daily or* *weekly*
 - ___ *Hakaras HaTov act(s)* *daily or* *weekly*
- *Learning ___ minutes daily from* (ACTT recommends 5 minutes daily):
 - The ACTT *Kavanah During Davening 2 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 Ideas for Acts of Chesed 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) 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	
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	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

IDEAS FOR ACTS OF CHESED		
Offer to run an errand for a friend Cheerfully greet someone Bake an unexpected treat for a friend Remember someone's birthday Call someone going thru a difficult time Leave a friendly note for a family member Listen patiently to others Clean up after dinner without being asked Call someone who lives alone Greet everyone you see with a smile Introduce yourself to someone Apologize for something you've done Take out the garbage without being asked	Give someone an unexpected compliment Spend time with a child with a disability Help strangers in shul feel welcome Take an elderly person shopping Pay attention to what people are saying Spend quality time with family & friends Call or visit someone who is sick Cook a meal for a person in need Visit someone who may be lonely Call someone you haven't spoken to in a while Say thanks - no matter how small the deed Help a child with his / her homework Compliment someone who helps you	Give someone an encouraging note When asked to do something, respond right away in a cheerful and willing manner Drive someone to the doctor Help out family members even if you're busy Help someone find a job Buy a gift for a loved one for no reason Greet everyone with a pleasant "good morning" Write a letter to an elderly person Take a neighbor's garbage cans in from the curb Call someone who recently lost a loved one Congratulate siblings on recent accomplishments



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)
 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 IMPROVING ANGER MANAGEMENT

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

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?"

IDEAS FOR SHMIRAS HALASHON

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

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"



ACTT Activity/Action Ideas (continued)

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



ACTT Daily Activity Log – *Kavanah During Davening 2 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) AM = *Anger Management*; 6) SL = *Shmiras HaLashon*; 7) HT = *Hakaras HaTov*

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	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/07	√	Twerski on Prayer	x	√
					√
					√
					√
Note: Below are suggested pages to read each day from part 2 of the <i>Kavanah During Davening</i> module’s new source book: <u>Twerski on Prayer</u>					
Mon	09/17/07		Twerski on Prayer	4-6	
Tue	09/18/07		Twerski on Prayer	7-10	
Wed	09/19/07		Twerski on Prayer	10-12	
Thu	09/20/07		Twerski on Prayer	12-15	
Fri	09/21/07		Twerski on Prayer	16-19	
Sat	09/22/07		Twerski on Prayer	20-21	
Sun	09/23/07		Twerski on Prayer	22-24	
Mon	09/24/07		Twerski on Prayer	24-26	



ACTT Daily Activity Log (continued) – *Kavanah During Davening 2* Module

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Tue	09/25/07	Twerski on Prayer	27-29		
Wed	09/26/07	Twerski on Prayer	29-31		
Thu	09/27/07	Twerski on Prayer	32-33		
Fri	09/28/07	Twerski on Prayer	33-35		
Sat	09/29/07	Twerski on Prayer	36-38		
Sun	09/30/07	Twerski on Prayer	38-41		
Mon	10/01/07	Twerski on Prayer	42-44		
Tue	10/02/07	Twerski on Prayer	45-47		
Wed	10/03/07	Twerski on Prayer	48-50		
Thu	10/04/07	Twerski on Prayer	50-52		
Fri	10/05/07	Twerski on Prayer	53-55		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 2* Module

		Learned (√)		Activity/Action		
Date		√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Sat	10/06/07		Twerski on Prayer	56-57		
Sun	10/07/07		Twerski on Prayer	58-59		
Mon	10/08/07		Twerski on Prayer	62-64		
Tue	10/09/07		Twerski on Prayer	64-66		
Wed	10/10/07		Twerski on Prayer	67-69		
Thu	10/11/07		Twerski on Prayer	70-71		
Fri	10/12/07		Twerski on Prayer	72-74		
Sat	10/13/07		Twerski on Prayer	75-76		
Sun	10/14/07		Twerski on Prayer	77-79		
Mon	10/15/07		Twerski on Prayer	80-81		
Tue	10/16/07		Twerski on Prayer	85-86		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 2* Module

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Wed	10/17/07	Twerski on Prayer	87-89		
Thu	10/18/07	Twerski on Prayer	90-91		
Fri	10/19/07	Twerski on Prayer	92-93		
Sat	10/20/07	Twerski on Prayer	96-98		
Sun	10/21/07	Twerski on Prayer	98-100		
Mon	10/22/07	Twerski on Prayer	101-102		
Tue	10/23/07	Twerski on Prayer	103-104		
Wed	10/24/07	Twerski on Prayer	105-106		
Thu	10/25/07	Twerski on Prayer	107-108		
Fri	10/26/07	Twerski on Prayer	109-110		
Sat	10/27/07	Twerski on Prayer	111-112		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 2* Module

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Sun	10/28/07	Twerski on Prayer	112-114		
Mon	10/29/07	Twerski on Prayer	115-116		
Tue	10/30/07	Twerski on Prayer	117-118		
Wed	10/31/07	Twerski on Prayer	119-121		
Thu	11/01/07	Twerski on Prayer	122-125		
Fri	11/02/07	Twerski on Prayer	126-127		
Sat	11/03/07	Twerski on Prayer	130-132		
Sun	11/04/07	Twerski on Prayer	133-134		
Mon	11/05/07	Twerski on Prayer	135-136		
Tue	11/06/07	Twerski on Prayer	137-138		
Wed	11/07/07	Twerski on Prayer	138-140		



ACTT Daily Activity Log (continued) – *Kavanah During Davening 2* Module

		Learned (√)		Activity/Action	
Date	√	Book	Pages	√	Notes (description of activity/action, comments, etc.)
Thu	11/08/07	Twerski on Prayer	141-142		
Fri	11/09/07	Twerski on Prayer	143		
Sat	11/10/07	Twerski on Prayer	144-145		
Sun	11/11/07	Twerski on Prayer	146-147		
Mon	11/12/07	Twerski on Prayer	148-149		
Tue	11/13/07	Twerski on Prayer	153-154		
Wed	11/14/07	Twerski on Prayer	155-156		
Thu	11/15/07	Twerski on Prayer	157-158		
Fri	11/16/07	Twerski on Prayer	159-161		
Sat	11/17/07	Twerski on Prayer	162-164		

Glossary

Ahavas Chesedloving kindness
B'li Nederwithout making a formal commitment
Bitachontrust in Hashem
Chesedkindness
Chizukmoral support
Daveningpraying
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