



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

Vilna Gaon - Even Shleima, Chapter 1

***Shmiras HaLashon Module  
Packet 4***

**אהב טהור [טהר] לב, חן שפתיו – רעהו מלך.**

***He who loves purity of heart, [and] whose lips are gracious – the King is his friend.***

Mishlei/Proverbs, Chapter 22, Verse 11

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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 20100113

## **ACTT *Shmiras HaLashon* Module – Packet 4**

### **Specific Goal Suggested for *Shmiras HaLashon 4* Module**

To speak about all members of the community in a positive manner that is never derogatory or damaging and does not generate any animosity between people.

### **General Goal of *Shmiras HaLashon* Module**

To develop an awareness and a mindset that results in consistently thinking before talking and then speaking in a positive manner that is never derogatory or damaging and does not generate any animosity between people.

### **Module Duration**

This module is part 4 of the *Shmiras HaLashon* series and is scheduled for 128 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](http://www.actt613.org)
- Fill out the “ACTT *Shmiras HaLashon 4* 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 *Shmiras HaLashon* activity/action in your “ACTT *Shmiras HaLashon 4* 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*, *Kavanah During Davening*, *Hakaras HaTov*, *Bitachon*, and *Anger Management for Positive Results* modules) in your “ACTT *Shmiras HaLashon 4* Activity Log” in this Module Packet’s Appendix – the *ACTT Activity/Action Ideas* has suggestions
- Participate in the chizuk activities, as desired:
  - ACTT *Shmiras HaLashon 4* 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

## ***Shmiras HaLashon Resources***

The following are some resources for learning about *Shmiras HaLashon*:

- Positive Word Power - Building a better world with the words you speak by The Chofetz Chaim Heritage Foundation; Artscroll/Mesorah; ISBN: 1-42260-916-2
- Chofetz Chaim: A Daily Companion - The concepts and laws of proper speech as formulated by Sefer Chofetz Chaim by Michael Rothschild with Rabbi Shimon Finkelman; Artscroll/Mesorah; ISBN: 1-57819-457-1
- Chofetz Chaim: A Lesson A Day - The concepts and laws of proper speech arranged for daily study by Rabbi Shimon Finkelman and Rabbi Yitzchak Berkowitz; Artscroll/Mesorah; ISBN: 0-89906-321-7
- Guard Your Tongue – A Practical Guide to the Laws of Lashon Hara based on the Chofetz Chaim by Rabbi Zelig Pliskin; Gross Brothers Printing Co.
- Apples of Gold: The Art of Pure Speech by Rabbi David Bernstein; Torah Umesorah Publications in conjunction with Discovery Books; ISBN: 0-914131-91-5
- Gossip: Ten Pathways To Eliminate It From Your Life And Transform Your Soul by Lori Palatnik with Bob Burg; Simcha Press; ISBN: 0757300553
- For additional books, tapes, and other material on Shmiras HaLashon see The Chofetz Chaim Heritage Foundation (CCHF) catalog – call CCHF, [www.chofetzchaimusa.org](http://www.chofetzchaimusa.org), at 866-593-8399

### ***Positive Word Power***

by Rabbi Zelig Pliskin

Published: Sunday, October 18, 2009

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from: <http://www.aish.com/sp/pg/64344047.html>

### **The damage of insults and putdowns can last for a lifetime.**

What kind of a human you will be depends largely on how you utilize the greatest gifts the Creator gave you: Your ability to think and speak.

Every time you speak to another person you have a choice to make: What should I say to this person right now and how should I say it?

A wise and kind choice of words will elevate you and enable the person you are speaking with to feel good in the present and will help build his self-image.

It is a great misuse of this awesome gift to cause other people pain with your words. The Talmud states that it is a worse crime to cause pain with words than to cheat another person financially. Why? Money can be returned. Words, once said, can never be taken back. The harm and damage of insults and putdowns can last for a lifetime.

When you insult someone and cause distress with your words, you are striking against the dignity of the other person. The highest level of kindness is to build someone's self-image. For the same reason, the worst crime is to rob someone of self-esteem and lower their self-image.

Most people aren't totally aware of the great harm they cause when they make destructive and demoralizing statements and when they hurt others with offensive and disrespectful speech. It's so easy to make counterproductive comments and ask non-constructive questions. There are many forms of subtle negative statements.

Very few people are truly mean and sadistic. But everyone gets frustrated, even angry at times. These feelings are the breeding ground of comments that hurt and inflict pain.

Ask any counselor or therapist and you will hear of the great damage caused to children who were insulted by their parents and teachers, siblings and peers, friends and neighbors. The unseen scars of hurtful words cause pain and anguish over and over again.

Ask any marriage counselor and you will hear of the mutual damage and pain caused to husbands and wives by the painful statements that were said out of frustration and anger. Even the nicest people speak in ways they shouldn't when they are in a bad mood.

What is the solution to this problem of epidemic proportions? We must all gain a greater awareness of what we are actually saying. Fortunately there is a new tool on the market that will give us the awareness we all desperately need.

The Chofetz Chaim Heritage Foundation has recently produced an amazing book, [Positive Word Power](#) (Artscroll publications). It is a very practical and fascinating guide to the Torah's wisdom on human interaction arranged for daily study.

If you speak to others, you need to read this tremendous book. One reading of the book will already give you a deeper and heightened awareness of the power of your words. You build a better world with the words you speak when you speak wisely and kindly. You destroy lives when you do the opposite.

Everyone who reads this book will recall times when others caused them pain with what they said. Hopefully this will serve as a motivator to be more careful from now on with what we say.

Every parent and teacher needs to read this. And so does every husband and wife. And so does every brother and sister. And so does every neighbor and classmate. And so does anyone who buys or sells. And so does anyone who asks questions to another person or needs to answer the questions of anyone else. To put it concisely: If you speak to others, you need to read this tremendous book. Everyone you speak to will be glad you did.

Our emotional states have a tremendous impact on what we say and how we say it. After reading this book, I gained greater awareness that:

- When we are hungry and tired, we need to be especially careful with how we speak.
- When we feel frustrated in an interaction with someone, we must be careful to avoid sarcastic remarks
- When we are angry at someone and feel like letting him know how we feel, we need to master the self-control necessary to speak in a way that will express our true concerns without belittling or shaming the other person

- When we are involved in an argument with someone, we need to remember to remain calm and centered and to continuously speak in ways that are an expression of mutual respect
- The most important (and hardest!) point to keep in mind is: "Think before you speak!"

### ***Gabbing About Goodness***

by Sara Yoheved Rigler

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from: <http://www.aish.com/ci/s/48924932.html>

#### **How to change the world with your tongue.**

The day was rainy, the bus was late, and the atmosphere at the bus stop where I was impatiently waiting with several other people was tense.

A woman in her late sixties wearing a brown raincoat scurried by. Just as she passed the bus shelter, she slid on the wet pavement and fell. I rushed toward her. Helping her up, I asked, "Are you okay?"

She nodded and commented, "It says that a person who falls in front of other people is a prideful person."

I smiled, thinking, "If you were really prideful, you wouldn't be quoting that." But I said nothing.

The woman continued on her way. As I returned to the protection of the bus shelter, another woman there remarked out loud, "What a special person! She falls and she uses it as an opportunity to admonish herself spiritually! What a remarkable, humble person!"

With that comment, the atmosphere in the bus shelter palpably changed. Goodness hung in the air like a presence. We all smiled at each other and nodded.

#### **HOW TO LOVE YOUR NEIGHBOR**

The mitzvah, "Love your neighbor as yourself," is considered by the sages to be a fundamental mitzvah of the Torah. Like all mitzvot, it requires us to do something concrete and specific. Vague sentiments of affection for others could delude a person into thinking that s/he is fulfilling this mitzvah, but the Torah insists that we ground our sentiments in concrete actions.

Thus Maimonides, in his magnum opus delineating the mitzvot, writes that "Love your neighbor as yourself" is fulfilled in three ways: 1) By speaking well about others; 2) By seeing to their physical requirements; and 3) By treating them with honor.

Although I had had the same positive thoughts about the woman who slipped at the bus stop, the person who actually voiced her praise was fulfilling the mitzvah, "Love your neighbor as yourself." And because every mitzvah connects a person to God, the atmosphere in our damp bus shelter reflected that spiritual transformation.

**We can probably triple the amount of good we speak about every day.** In the Jewish world today, much focus is given to not speaking gossip, lashon hara. The Torah prohibits us from speaking negatively about others, even when it's true, except in cases when one must protect a third party (such as a prospective business partner) from being harmed. To refrain from speaking lashon hara is an exalted spiritual accomplishment.

Much less emphasis is given to the other side of the coin -- speaking well about others. Of course, if you praise A to B, who dislikes A, B is likely to respond with a string of pejorative lashon hara: "She's not really so great. Why, I've seen her do x." As always, you must be circumspect about to whom you say what.

With that caution in mind, however, each of us could probably triple the amount of good we speak about every day.

## **REINFORCING GOODNESS**

In fact, this is an important principle in educating children. The experts instruct us to give our children more positive feedback than negative feedback. Thus, they tell us, don't wait till your toddler misbehaves to comment on his behavior. Notice when your toddler is playing nicely, and say out loud, "How nicely you're sharing that toy with your sister." This reinforces good behavior.

Even those who have acquired the skill of praising young children probably pass up manifold opportunities to voice goodness about those we live and work with. How about:

**Every night at dinnertime or bedtime, telling your spouse one positive thing about each of your children.** "When Jason spoke on the phone with his grandmother today, he showed her a lot of love and respect." "When I told Jennie she couldn't use the car tonight, she accepted it graciously."

**Pointing out your spouse's good points to your children:** "You know, Dad was really tired tonight, but he helped you with your homework anyway." "Even though Mom was super busy today, notice how she took time to call Aunt Marge so she wouldn't be lonely."

**Not just thinking well about your friends, but actually mentioning their good traits:** "Linda is so reliable. She said she'd do me a favor, and then even though her schedule changed, she still went out of her way to do it." "Brad is so honest. The bank teller made a mistake in his favor, and he pointed out the mistake to her."

**Looking for positive things to say about your fellow workers:** "My secretary has a bad cold, but she still came in today because she knew I needed her." "My boss is under a lot of pressure right now, but he took the time to mention the good job I did on that recent project."

With each of these simple statements, you fulfill that primary mitzvah: Loving your neighbor as yourself.

Rabbi Avraham Twersky points out that the Morning Prayer service begins with the words, "Blessed is the One who spoke and the world came into being." He explains that at the outset of our prayers, we have to remind ourselves that words create worlds.

At the outset of every day we should remind ourselves that good words create good worlds.

# **ACTT Module Packet Appendix**





## **ACTT Commitment Form – Shmiras HaLashon 4 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 \_\_\_\_\_

- \_\_\_ *Shmiras HaLashon 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*
  - \_\_\_ *Kavanah During Davening act(s)*  *daily or*  *weekly*
  - \_\_\_ *Hakaras HaTov act(s)*  *daily or*  *weekly*
  - \_\_\_ *Bitachon act(s)*  *daily or*  *weekly*
  - \_\_\_ *Anger Management for Positive Results act(s)*  *daily or*  *weekly*
- *Learning \_\_\_ minutes daily from* (ACTT recommends 5 minutes daily):
  - The ACTT *Shmiras HaLashon 4 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 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](http://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](http://www.aish.com/spirituality/growth/Anger_The_Inner_Teacher.asp)

### 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>
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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 &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>
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## 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 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 HAKARAS HATOV

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 Activity/Action Ideas (continued)

### 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

### 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?"



## ACTT Daily Activity Log – *Shmiras HaLashon* 4 Module

Abbreviations: 1) PWP = Positive Word Power by The Chofetz Chaim Heritage Foundation; 2) SL = *Shmiras HaLashon*; 3) AC = *Ahavas Chesed*; 4) JF = *Judging Favorably*; 5) KDD = *Kavanah During Davening*; 6) HT = *Hakaras HaTov*; 7) B = *Bitachon*; 8) AM = *Anger Management*;

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	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/10	√	PWP	x	√
					SL: Paused to think before speaking; and/or AC: Helped someone find a job; and/or JF: Did not jump to conclusions;
					and/or KDD: Meditated for 5 minutes before davening; and/or HT: thanked a friend for their thoughtfulness; and/or
					B: Trusted that whatever Hashem does is for my good; and/or AM: Took a brisk walk to release anger
<b>Note: Below is the suggested reading from the <i>Shmiras HaLashon</i> module’s new source book, <u>Positive Word Power</u></b>					
Sun	01/24/10		PWP	1	
Mon	01/25/10		PWP	2	
Tue	01/26/10		PWP	3	
Wed	01/27/10		PWP	4	
Thu	01/28/10		PWP	5	
Fri	01/29/10		PWP	6	
Sat	01/30/10		PWP	7	
Sun	01/31/10		PWP	8	



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)			Activity/Action	
Date		√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Mon	02/01/10		PWP	9		
Tue	02/02/10		PWP	10		
Wed	02/03/10		PWP	11		
Thu	02/04/10		PWP	12		
Fri	02/05/10		PWP	13		
Sat	02/06/10		PWP	14		
Sun	02/07/10		PWP	15		
Mon	02/08/10		PWP	16		
Tue	02/09/10		PWP	17		
Wed	02/10/10		PWP	18		
Thu	02/11/10		PWP	19		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Fri	02/12/10	PWP	20		
Sat	02/13/10	PWP	21		
Sun	02/14/10	PWP	22		
Mon	02/15/10	PWP	23		
Tue	02/16/10	PWP	24		
Wed	02/17/10	PWP	25		
Thu	02/18/10	PWP	26		
Fri	02/19/10	PWP	27		
Sat	02/20/10	PWP	28		
Sun	02/21/10	PWP	29		
Mon	02/22/10	PWP	30		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action	
Date		√ Book	Day	√	Notes (description of activity/action, comments, etc.)
Tue	02/23/10	PWP	31		
Wed	02/24/10	PWP	32		
Thu	02/25/10	PWP	33		
Fri	02/26/10	PWP	34		
Sat	02/27/10	PWP	35		
Sun	02/28/10	PWP	36		
Mon	03/01/10	PWP	37		
Tue	03/02/10	PWP	38		
Wed	03/03/10	PWP	39		
Thu	03/04/10	PWP	40		
Fri	03/05/10	PWP	41		





**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Sat	03/06/10	PWP	42		
Sun	03/07/10	PWP	43		
Mon	03/08/10	PWP	44		
Tue	03/09/10	PWP	45		
Wed	03/10/10	PWP	46		
Thu	03/11/10	PWP	47		
Fri	03/12/10	PWP	48		
Sat	03/13/10	PWP	49		
Sun	03/14/10	PWP	50		
Mon	03/15/10	PWP	51		
Tue	03/16/10	PWP	52		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action	
Date		√ Book	Day	√	Notes (description of activity/action, comments, etc.)
Wed	03/17/10	PWP	53		
Thu	03/18/10	PWP	54		
Fri	03/19/10	PWP	55		
Sat	03/20/10	PWP	56		
Sun	03/21/10	PWP	57		
Mon	03/22/10	PWP	58		
Tue	03/23/10	PWP	59		
Wed	03/24/10	PWP	60		
Thu	03/25/10	PWP	61		
Fri	03/26/10	PWP	62		
Sat	03/27/10	PWP	63		



**ACTT Daily Activity Log (continued) – Shmiras HaLashon 4 Module**

		Learned (√)		Activity/Action		
Date		√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Sun	03/28/10		PWP	64		
Mon	03/29/10		PWP	65		
Tue	03/30/10		PWP	66		
Wed	03/31/10		PWP	67		
Thu	04/01/10		PWP	68		
Fri	04/02/10		PWP	69		
Sat	04/03/10		PWP	70		
Sun	04/04/10		PWP	71		
Mon	04/05/10		PWP	72		
Tue	04/06/10		PWP	73		
Wed	04/07/10		PWP	74		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action		
Date		√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Thu	04/08/10		PWP	75		
Fri	04/09/10		PWP	76		
Sat	04/10/10		PWP	77		
Sun	04/11/10		PWP	78		
Mon	04/12/10		PWP	79		
Tue	04/13/10		PWP	80		
Wed	04/14/10		PWP	81		
Thu	04/15/10		PWP	82		
Fri	04/16/10		PWP	83		
Sat	04/17/10		PWP	84		
Sun	04/18/10		PWP	85		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Mon	04/19/10	PWP	86		
Tue	04/20/10	PWP	87		
Wed	04/21/10	PWP	88		
Thu	04/22/10	PWP	89		
Fri	04/23/10	PWP	90		
Sat	04/24/10	PWP	91		
Sun	04/25/10	PWP	92		
Mon	04/26/10	PWP	93		
Tue	04/27/10	PWP	94		
Wed	04/28/10	PWP	95		
Thu	04/29/10	PWP	96		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4* Module**

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Fri	04/30/10	PWP	97		
Sat	05/01/10	PWP	98		
Sun	05/02/10	PWP	99		
Mon	05/03/10	PWP	100		
Tue	05/04/10	PWP	101		
Wed	05/05/10	PWP	102		
Thu	05/06/10	PWP	103		
Fri	05/07/10	PWP	104		
Sat	05/08/10	PWP	105		
Sun	05/09/10	PWP	106		
Mon	05/10/10	PWP	107		



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon 4 Module***

		Learned (√)			Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)	
Tue	05/11/10	PWP	108			
Wed	05/12/10	PWP	109			
Thu	05/13/10	PWP	110			
Fri	05/14/10	PWP	111			
Sat	05/15/10	PWP	112			
Sun	05/16/10	PWP	113			
Mon	05/17/10	PWP	114			
Tue	05/18/10	PWP	115			
Wed	05/19/10	PWP	116			
Thu	05/20/10	PWP	117			
Fri	05/21/10	PWP	118			



**ACTT Daily Activity Log (continued) – *Shmiras HaLashon* 4 Module**

		Learned (√)		Activity/Action	
Date	√	Book	Day	√	Notes (description of activity/action, comments, etc.)
Sat	05/22/10	PWP	119		
Sun	05/23/10	PWP	Page 271-272		
Mon	05/24/10	PWP	Page 273-276		
Tue	05/25/10	PWP	Page 276-277		
Wed	05/26/10	PWP	Page 277-278		
Thu	05/27/10	PWP	Page 278-279		
Fri	05/28/10	PWP	Page 279-280		
Sat	05/29/10	PWP	Page 280-281		
Sun	05/30/10	PWP	Page 281-282		
Mon	05/31/10	PWP	Page 282-283		



## 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