



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

Vilna Gaon - Even Shleima, Chapter 1

## ***Bitachon Module Packet 3***

***ויבטחו בך יודעי שמך, כי לא עזבת דרשיך ה'.***

***And those who know Your name will trust in You,  
for You have not forsaken those who seek You Hashem.***

Tehillim/Psalms 9:11

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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.

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## **ACTT *Bitachon* Module – Packet 3**

### **Specific Goal Suggested for *Bitachon 3* Module**

To see yad (hand) Hashem in everything that occurs in my life, both good and what appears not to be so good, and to be fully aware that this is happening because Hashem loves me and wants me to learn and grow from the situation.

### **General Goal of *Bitachon* Module**

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

### **Module Duration**

This module is part 3 of the *Bitachon* series and will last for 134 days + 13 catch-up 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 Generic Commitment Form” for *Bitachon 3*, keep a copy for yourself and, optionally, submit a copy to the organization – see Module page of [www.actt613.org](http://www.actt613.org)
- On a daily basis:
  - Follow the Learning Schedule and record your *Bitachon* activity/action in your “ACTT Generic Daily Activity Log” for *Bitachon 3* – the *ACTT Activity and Action Ideas* has some suggestions – see Module page of [www.actt613.org](http://www.actt613.org) for the activity log and activity/action ideas
  - Record your maintenance activity/action (from another module, e.g., *Ahavas Chesed, Judging Favorably, Kavanah During Davening*, etc.) in your “ACTT Generic Activity Log” for *Bitachon 3* – the *ACTT Activity and Action Ideas* has some suggestions – see Module page of [www.actt613.org](http://www.actt613.org) for the activity log and activity/action ideas
- Participate in the chizuk activities, as desired:
  - ACTT *Bitachon 3* kickoff event
  - 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*:

- 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 tapes by Rabbi Ephraim Wachsman; The Chofetz Chaim Heritage Foundation (CCHF), tel# 866-593-8399
- Several Bitachon and Emuna audio shiurim by Rabbi BenTzion Shafier at [www.TheShmuz.com](http://www.TheShmuz.com)

## Trust Me!

by Rabbi Eliezer Parkoff

*The following was excerpted from Trust Me! - An Anthology of Emunah and Bitachon by Rabbi Eliezer Parkoff, with the permission of the author, Rabbi Parkoff, and of the publisher, Feldheim Publishers:*

[One of the most misunderstood topics in Jewish thought is that of Bitachon -- trust in G-d. What are the rules for trusting G-d? When and how much trust is regarded as appropriate? Some insights:]

Life is full of trials. All too often we look at them as problems and nuisances, like pesky weeds that crop up in an otherwise beautiful garden. However, this attitude can be ruinous, for when faced with the unending succession of life's trials, we might easily become overwhelmed. And just as weeds can overrun a garden over the course of time, our problems can eventually destroy our lives.

Therefore, it is of utmost importance that we develop the right attitude toward these "weeds" that constitute our problems. They are an integral part of life, and not merely purposeless irritants with no essential function. We need to accept them, to understand them, and immediately to do whatever is necessary to grow in the right direction. Pretending that they don't exist won't make things better; neither will it help to become inflamed with anger by their presence or devastated by fear. Rather, we must work on viewing them in a different light, considering them as challenges that we must accept and overcome. By adopting this attitude, we will be better off for having experienced them...

Returning to the analogy of a garden, it's obvious that if everything in it were perfect, it would not require any tending. But in fact, much of the satisfaction in keeping a garden lies in taking care of it: planting the flowers, fertilizing it, and watching out for any weeds or insects that may harm it. So too, we should not view our problems as burdens, because they are the very things that make life interesting,

giving us the satisfaction that derives from tending the garden of our lives. The trials we face keep us vigorous and strong; they keep us vigilant regarding what needs to be done to keep the garden of our lives healthy and rich.

### **When There Is No Way Out - You Have No Obligation**

"When you have no means to act, you are relieved of the obligation to make any efforts and are only required to have trust in G-d." (Beis HaLevi, Kuntres HaBitachon)

At the outbreak of World War II, the Brisker Rav lived in the Polish capital, Warsaw. The Germans began the invasion of Poland with an unending series of air raids meant to bomb the country into submission. Warsaw, naturally, was the primary target. Like everyone else, the Brisker Rav sought shelter in the cellar of his building. Amazingly though, as the bombing raids intensified, he suddenly returned to his apartment, which was on the top floor of his building.

Everyone was bewildered. When the bombs first started falling, and it was relatively less dangerous, he went down to the cellar; yet when they started falling with greater intensity, why would he unnecessarily expose himself to more danger?

Later on the Brisker Rav resolved the riddle:

"The reason I left the shelter was because a person has to have strong trust in the Almighty regarding everything. However, Maimonides states that we must not rely on open miracles. Therefore, when the bombing first started and was relatively weak, I went down to the shelter and sat there with everyone else, for at that time it was reasonable to assume that the shelter could protect us.

"Later on, however, when the intensity of the bombing increased, the shelter offered no more protection than any other place. When things reached that stage, I asked myself, 'What difference does it make if I am in the shelter or out of the shelter? I can sit in my house with the same protection.' And so I did."

(Rabbi Shalom Schwadron, She'al Avicha v'Yagedcha, vol. 1, p. 185)

### **Escaping the Dilemma**

The Chazon Ish writes:

When a person encounters something that is normally expected to result in some danger, his spontaneous reaction is to fear the "natural" outcome. His apprehension weakens his ability to remember that there is no independent power of "chance occurrence" or "bad luck" in the world. Indeed, there is nothing whatsoever preventing the Almighty from switching everything around and delivering the person from his predicament.

In order to develop the trust in G-d that can help one overcome a difficult situation, a person must practice self-restraint. He must internalize the idea that what is happening to him is not just an unfortunate stroke of fate. Everything is from G-d, whether good or bad. This credo will weaken one's terror and give him the courage to believe in the possibility of escaping from his dilemma. In reality, matters do not incline more toward the bad than the good.

Trust in G-d means holding firmly to one's faith even while anticipating the possibility of suffering. A person must realize in his heart that he is not being attacked by "misfortune." Misfortune implies chance

occurrence, but there is no such thing as "chance" in the world at all. Everything emanates from G-d. As the two Jewish prisoners said to their Roman prison guards: "We were condemned to death (by Heaven). The Almighty has many agents who could kill us, and if it's not you it would be something else" (Talmud - Ta'anis 18b). Their response represents the epitome of trust in G-d.

The approach one develops to succeed in the face of hardship will be different as a result of trust in G-d. Instead of running to influential or prominent officials and desperately seeking out futile strategies, a person who has trust in G-d will concentrate on examining his deeds, and will increase his prayers and supplications, and will give tzedakah, so that the evil decree will be torn up."

(Eemunah U'Bitachon 2:1)

### **Waiting for the Train**

[And finally, a revealing story:]

A poor man was sitting in a train station for a long time when the train finally pulled in. However, when everyone went to board it, this man didn't make a move to get up. Another man, who had also been waiting, asked him, "Why don't you get on the train?" The poor man replied, "Because I don't have any money to buy a ticket."

The other fellow stood there for a moment, perplexed. "If you don't have any money, why are you sitting here waiting for the train?"

The answer of the pauper was quick in coming: "I have faith that the Almighty will send me a ticket."

The other fellow burst out in laughter, shook his head disparagingly, and proceeded to board the train himself.

Abruptly, over the hustle and bustle of the train station, the shrill whistle of the train blew: once, twice, and... the third and final whistle. You could hear the ponderous sound of the engine revving up as the train made ready to depart.

The man who had boarded the train looked out the window and saw that the man without a ticket was still expectantly waiting. In an annoyed tone of voice, he called out, "Why are you just sitting there? The train is getting ready to leave! If you don't have a ticket, well, then... here, quickly! Take this money and buy one!"

The poor man took the proffered money without hesitation and ran to the ticket booth. He managed to jump onto the train just as it was leaving the station.

As he sat down next to his benefactor, the latter turned to him and said disparagingly, "Now just think for a minute and see what a fool you are. How can you rely on your trust in G-d? Why, if I hadn't given you the money for the ticket -- you wouldn't be on the train now!"



## **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 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*
- \_\_\_ *Shmiras HaLashon act(s)*  *daily or*  *weekly*
- \_\_\_ *Emes – Telling the Truth act(s)*  *daily or*  *weekly*
- \_\_\_ *The Six Constant Mitzvos act(s)*  *daily or*  *weekly*
- \_\_\_ *Happiness act(s)*  *daily or*  *weekly*
- \_\_\_ *Forgiveness act(s)*  *daily or*  *weekly*
- \_\_\_ *Zerizus - Acting With Zeal & Alacrity 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 3 Learning Schedule**

Source Book: Chizuk! - A Primer on Bitachon, Coping and Hope  
by Rabbi Eliezer Parkoff

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		Pages	Date		Pages	Date		Pages	Date		Pages
Sun	02/17/13	1-10	Sat	03/23/13	93-96	Fri	04/26/13	182-184	Thu	05/30/13	273-276
Mon	02/18/13		Sun	03/24/13	96-99	Sat	04/27/13	184-187	Fri	05/31/13	276-278
Tue	02/19/13		Mon	03/25/13	99-101	Sun	04/28/13	188-190	Sat	06/01/13	278-282
Wed	02/20/13	10-12	Tue	03/26/13	101-104	Mon	04/29/13	191-193	Sun	06/02/13	282-287
Thu	02/21/13	13-17	Wed	03/27/13	104-105	Tue	04/30/13	193-195	Mon	06/03/13	
Fri	02/22/13		Thu	03/28/13	105-108	Wed	05/01/13	195-197	Tue	06/04/13	287-289
Sat	02/23/13	17-20	Fri	03/29/13	109-112	Thu	05/02/13	198-201	Wed	06/05/13	290-291
Sun	02/24/13	20-24	Sat	03/30/13	112-117	Fri	05/03/13	202-205	Thu	06/06/13	291-296
Mon	02/25/13		Sun	03/31/13		Sat	05/04/13	205-209	Fri	06/07/13	
Tue	02/26/13	25-30	Mon	04/01/13	117-118	Sun	05/05/13		Sat	06/08/13	296-304
Wed	02/27/13		Tue	04/02/13	118-121	Mon	05/06/13	209-212	Sun	06/09/13	
Thu	02/28/13		31-37	Wed	04/03/13	121-122	Tue	05/07/13	213-214	Mon	
Fri	03/01/13		Thu	04/04/13	122-126	Wed	05/08/13	214-217	Tue	06/11/13	305-308
Sat	03/02/13	38-40	Fri	04/05/13		Thu	05/09/13	217-219	Wed	06/12/13	308-311
Sun	03/03/13	40-41	Sat	04/06/13	126-130	Fri	05/10/13	219-221	Thu	06/13/13	311-314
Mon	03/04/13	42-45	Sun	04/07/13	130-131	Sat	05/11/13	222-224	Fri	06/14/13	314-318
Tue	03/05/13	45-52	Mon	04/08/13	132-133	Sun	05/12/13	224-226	Sat	06/15/13	318-321
Wed	03/06/13		Tue	04/09/13	134-137	Mon	05/13/13	226-229	Sun	06/16/13	321-322
Thu	03/07/13	52-54	Wed	04/10/13	137-140	Tue	05/14/13	230-233	Mon	06/17/13	322-326
Fri	03/08/13	55-58	Thu	04/11/13	140-143	Wed	05/15/13	233-235	Tue	06/18/13	
Sat	03/09/13	58-60	Fri	04/12/13	143-145	Thu	05/16/13	235-238	Wed	06/19/13	326-329
Sun	03/10/13	61-64	Sat	04/13/13	145-149	Fri	05/17/13		Thu	06/20/13	329-334
Mon	03/11/13	64-66	Sun	04/14/13		Sat	05/18/13	238-249	Fri	06/21/13	
Tue	03/12/13	66-68	Mon	04/15/13	150-156	Sun	05/19/13		Sat	06/22/13	335-337
Wed	03/13/13	68-74	Tue	04/16/13		Mon	05/20/13	Sun	06/23/13	338-347	
Thu	03/14/13		Wed	04/17/13	156-159	Tue	05/21/13	250-251	Mon		06/24/13
Fri	03/15/13	74-79	Thu	04/18/13	160-162	Wed	05/22/13	251-254	Tue	06/25/13	
Sat	03/16/13		Fri	04/19/13	162-167	Thu	05/23/13	254-258	Wed	06/26/13	347-348
Sun	03/17/13	79-82	Sat	04/20/13		Fri	05/24/13	258-261	Thu	06/27/13	348-351
Mon	03/18/13		Sun	04/21/13	168-171	Sat	05/25/13	261-265	Fri	06/28/13	351-352
Tue	03/19/13	82-86	Mon	04/22/13	171-173	Sun	05/26/13		Sat	06/29/13	352-355
Wed	03/20/13		Tue	04/23/13	173-176	Mon	05/27/13	265-266	Sun	06/30/13	356-358
Thu	03/21/13	87-90	Wed	04/24/13	176-179	Tue	05/28/13	267-273		07/01-14/13	Catch-up days
Fri	03/22/13	90-93	Thu	04/25/13	179-181	Wed	05/29/13				



## 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](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) 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](http://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.thesixconstantmitzvos.com](http://www.thesixconstantmitzvos.com)

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

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	
<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	
<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	
<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)

<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>
<b>IDEAS FOR EMES – TELLING THE TRUTH</b>	
<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 ones 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>



## 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>



## ACTT Generic Daily Activity/Action Log for Module: \_\_\_\_\_

Abbreviations: 1) AC = *Ahavas Chesed*; 2) JF = *Judging Favorably*; 3) KDD = *Kavanah During Davening*; 4) HT = *Hakaras HaTov*; 5) B = *Bitachon*; 6) AM = *Anger Management*; 7) SL = *Shmiras HaLashon*; 8) E = *Emes*; 9) 6CM = *6 Constant Mitzvos*; 10) H = *Happiness*; 11) F = *Forgiveness*; 12) Z = *Zerizus*

Date			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	√	AC: When asked to do something, respond right away in a cheerful and willing manner
		√	JF: Remember the excuses one makes for oneself - apply these excuses to the one who wronged you
		√	B: 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





**ACTT Generic Daily Activity/Action Log (continued) for Module: \_\_\_\_\_**

Date	√	Notes (description of activity/action, comments, etc.)





**ACTT Generic Daily Activity/Action Log (continued) for Module:** \_\_\_\_\_

<b>Date</b>	<b>√</b>	<b>Notes (description of activity/action, comments, etc.)</b>



**ACTT Generic Daily Activity/Action Log (continued) for Module:**

Date	√	Notes (description of activity/action, comments, etc.)



**ACTT Generic Daily Activity/Action Log (continued) for Module: \_\_\_\_\_**

Date	√	Notes (description of activity/action, comments, etc.)



**ACTT Generic Daily Activity/Action Log (continued) for Module: \_\_\_\_\_**

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**ACTT Generic Daily Activity/Action Log (continued) for Module: \_\_\_\_\_**

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**ACTT Generic Daily Activity/Action Log (continued) for Module:**

Date	√	Notes (description of activity/action, comments, etc.)



**ACTT Generic Daily Activity/Action Log (continued) for Module: \_\_\_\_\_**

Date	√	Notes (description of activity/action, comments, etc.)







## ACTT 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>Yad Hashem</b>	.....hand of Hashem
<b>Zechus</b>	.....merit