



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 3

תפוחי זהב במשכיות כסף דבר דבר על אפניו

Like golden apples carved on silver plates, so is a word spoken in its proper place.

Mishlei/Proverbs, Chapter 25, Verse 11

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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 3

Specific Goal Suggested for *Shmiras HaLashon* 3 Module

To speak about all friends 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 3 of the *Shmiras HaLashon* series and will last for 5 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 *Shmiras HaLashon* 3 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 *Shmiras HaLashon* activity/action in your “ACTT *Shmiras HaLashon* 3 Activity Log” in this Module Packet’s Appendix – the *ACTT Activity/Action Ideas* has suggestions
 - Record your maintenance activity/action (from the *Ahavas Chesed*, *Judging Favorably*, *Kavanah During Davening*, *Hakaras HaTov*, *Bitachon*, and *Anger Management for Positive Results* modules) in your “ACTT *Shmiras HaLashon* 3 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* 3 kickoff event and face-to-face discussion group meetings
 - ACTT online discussion group and e-mail list
 - Read inspirational material from sources recommended by the ACTT organization and also distributed by the ACTT organization
 - Recommend inspirational material to the ACTT membership and submit inspirational material to be distributed to all the ACTT members

Shmiras HaLashon Resources

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

- [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, at 866-593-8399

The Power of Speech

from “Shraga’s Weekly” on Parshas Metzora (Leviticus 14-15) – by Rabbi Shraga Simmons
Published: Sunday, January 16, 2000

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http://www.aish.com/torahportion/shragasweekly/The_Power_of_Speech.asp

*One man spread a rumor about another. He later felt regret, and went to the rabbi to ask how to make amends. "Go to the store and buy a bag of seeds," said the rabbi, "then go to a big open field and **scatter the seeds into the wind**. Do so and report back to me in a week."*

*The man did as he was told, and came back the next week to find out what to do next. "Now," said the rabbi, "go back to the field and **pick up all the seeds**."*

"But," protested the man, "those seeds have scattered far and wide! I'll never find them all. Many have even already taken root!"

"Exactly," explained the rabbi. "Now you understand. When we speak badly about another person, the effect is far and wide. And it is damage that can never be fully undone."

* * *

One of the most difficult sections of the Torah to understand is this week's parsha which discusses *Tzarat*, a skin disease commonly mis-translated as "leprosy."

In truth, *Tzarat* is a physical manifestation of a spiritual deficiency. The Talmud (Arachin 16) says that *Tzarat* comes specifically as a consequence of "*Loshon Hara*" -- negative speech about another person.

For example, we see that when Moses' sister Miriam spoke *Loshon Hara*, she contracted *Tzarat* (Numbers, chapter 12).

What is the connection between speaking badly -- gossiping about another -- and contracting this skin disease?

To Build or to Destroy

Speech is the tool of creation. Through it we can build individuals and the world. We can praise, encourage, and give others confidence. By making others feel important, we build them up, as if to say, "Your existence is necessary." This is life-giving and life-affirming.

One of the great American rabbis of the past generation, Rabbi Shlomo Freifeld zt"l, was known to have brought a neighbor back to Torah observance simply by caring enough to say "good morning."

On the other hand, speech can also be used to destroy. Words like "you're worthless" wipes out a person's self-esteem. As King Solomon says, "Life and death are in the hands of the tongue" (Proverbs 18:21). The Talmud (Arachin 15b) explains that negative speech is even worse than a sword -- since it kills many people, even at great distance.

Remember the expression "Sticks and stones may break my bones, but names will never hurt me"? This was clearly not said by a Jew!

Beyond the individual destruction, we have all seen the power of gossip -- a vicious rumor -- to tear apart relationships, families, and even entire communities.

Of course, just as the Torah prohibits speaking *Loshon Hara*, we are prohibited from even listening to it. (Which makes sense -- if I can't listen, then you can't speak it!) By listening to negative talk we fuel the viciousness and become desensitized to its effect on others.

From here we can understand a section of this week's parsha, Leviticus 13:45-46. The Torah says that when someone has been diagnosed as having *Tzarat*, they must go outside the boundaries of the city and shout "Contaminated!" to anyone who approaches. The punishment is measure-for-measure: If you promote divisiveness amongst others, then you will also suffer the divisiveness of separation from community.

Limits of Loshon Hara

Many people make the mistake of thinking that the Torah prohibition of negative speech is limited only to saying falsity and untruth. But this is not so. Lying falls under a separate prohibition, expressed in Exodus 20:13, 23:7.

Loshon Hara, meanwhile, is the prohibition against saying anything negative or derogatory about another person -- even when it's true!

Often, *Loshon Hara* will couch itself in a cloak of rationalizations. It doesn't even matter whether the words are spoken implicitly or implied. If the message can be construed negatively, then it is a violation of *Loshon Hara*.

Be aware of potential *Loshon Hara* situations and stop them before they start. For instance, reunions are particularly rife with gossip: "Oh, did you hear about so-and-so ..."

The Talmud says that the human body was constructed to help a person refrain from *Loshon Hara*. The teeth and lips serve as "gates" to regulate what emerges from our mouth, while the tongue lies in a horizontal resting position. Furthermore, while humans have two eyes, two ears and two nostrils -- we have only one mouth as a reminder to minimize chatter. And, says the Talmud, for what purpose did God create ear lobes? So that if we find ourselves in a situation where *Loshon Hara* is being spoken, we can conveniently turn the lobes upwards as ear plugs!

Here are some commonly-spoken forms of *Loshon Hara* to watch out for:

1. "But it's true!"
2. "But I didn't even mention his name!"
3. "I wouldn't care if someone said the same thing about me."
4. "Everyone knows about it already, anyway."
5. "He wouldn't mind."
6. "I'd say it even to his face."
7. "Just kidding!"
8. "There he goes again... "
9. (Saying nothing...but rolling your eyes!)
10. "People from that city are so..."
11. "It's all in the name of business competition!"
12. "This may be *Loshon Hara*, but..."
13. "C'mon, you can tell me..."

All these qualify as *Loshon Hara*.

There is one exception to this rule, however. We may speak or listen to negative information if we are absolutely sure it is for the **constructive purpose of preventing future damage**. But before you go ahead and use this exemption, make sure the following conditions apply:

- The information must be objectively true, not a matter of taste or opinion.
- You must have first-hand information, not hearsay.
- You must first give the perpetrator a chance to respond to the allegations.
- You can have no ulterior motive or personal gain from what you say.

- You must avoid mentioning names whenever possible.

Why Do People Gossip?

What would motivate one person to speak badly about another?

Low self-esteem. When a person feels down about himself, there are two ways to feel better - either 1) make the effort to work and build oneself up (this is a lot of hard work!), or 2) put others down. The reasoning being, if I can lower others, then I don't look so bad by comparison! But that's the easy way, the "quick high." And is that the kind of person you want to be?

The media has built an empire around knocking down big targets -- like movie stars, politicians and business leaders. For the average person who may see himself languishing in mediocrity, it is a source of aggravation to see others' success in life! So, knock them down -- and problem solved!

This may explain as well some basis for anti-Semitism. The nation that holds itself to a higher standard is a constant reminder of the human potential for sanctity and morality. Why is the world so eager to point out every misstep taken by Israel? Because by eliminating respect for that higher standard, the obligation to strive for that standard likewise falls away.

The first step in avoiding *Loshon Hara* is to recognize our own faults and commit to improving on them. When I accept that I alone am responsible for my inadequacies, then I will similarly be less critical and more tolerant of others.

If you find yourself getting "down" about yourself or others, try focusing away from the faults and instead on the virtues. It will lift you out of your negativity.

The Torah says: Feeling down? Don't take the easy way out. Work hard and improve yourself.

Judge Others Favorably

So what happens if we inadvertently hear *Loshon Hara*? The Talmud says that we should not automatically accept it as being true. Rather, the rule is "innocent until proven guilty."

There is a famous story about the great Talmudic sage the Rashash (Rabbi Shmuel Shtrashun, 19th century Vilna) who had a fund to lend money to poor people. One day while the rabbi was studying Talmud, the local tailor came in to repay his loan of 10,000 rubles. The rabbi was so engrossed in his learning, that he stuck the money in the book and forgot about it.

A week later, the rabbi was reviewing his loan ledger and noticed that the 10,000 ruble loan was never paid. So he called the tailor and asked him to pay it. "But I paid you back last week," said the tailor. "Okay, then where's your receipt?" said the rabbi, who truly had no recollection of being paid back. "You were studying and I didn't want to disturb you," replied the tailor.

Soon enough word got out that the tailor and the rabbi were involved in a financial dispute. "The nerve of this man to pit his word against the rabbi!" they all said. The tailor's reputation was ruined, and he was shunned by the community.

About a year later, the rabbi was reviewing a section of Talmud and came across an envelope containing 10,000 rubles. Then he realized what had happened! He immediately called the tailor and apologized. "But your apology doesn't help me," he said sadly. "My reputation is ruined forever!"

"Don't worry," said the rabbi. "I'll make a public announcement in the synagogue, letting everyone know that it was I who had made the mistake."

"But that won't help," said the tailor. "They'll think you're just saying it because you feel sorry for me."

The rabbi thought long and hard until he came up with a solution. "You have a daughter and I have a son," he said. "Let's arrange for them to be married. In that way, everyone will be assured that you are fully trustworthy, for otherwise I would never agree to this match." And with that, the harm was repaired.

But it's not always so easy ...

Speech and the Process of Redemption

The Talmud asks: Why was the Holy Temple destroyed? Because people spoke *Loshon Hara* about each other. Thus, says the Chafetz Chaim (the 20th century codifier of the laws of *Loshon Hara*), refraining from gossip is the single most effective way to reverse the damage and bring about the redemption!

There is no better time to undertake this challenge than today. We find ourselves in the season of redemption. Passover celebrates our emergence from slavery unto freedom. Also at this time we count the Omer, on the way toward receiving the Torah at Mount Sinai. Now is the time to break the dissention and divisiveness which plague our people.

Two rabbis in Jerusalem have written user-friendly guides outlining the parameters of *Loshon Hara*. They are both excellent sources for further study: "Guard Your Tongue" by Rabbi Zelig Pliskin, and "Chafetz Chaim -- A Lesson A Day" by Rabbi Yitzchak Berkowitz. In addition, many cities offer pre-recorded telephone classes dealing with *Loshon Hara*.

Imagine how the world would change ... if all humanity jumped on this bandwagon?!

ACTT Module Packet Appendix



ACTT Commitment Form – Shmiras HaLashon 3 Module

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

Please PRINT all information

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

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

In memory of _____

As a zechus for:

a refuah shelaimah for _____

a shidduch for _____

parnassa for _____

other _____

- ___ *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 3* Learning Schedule Book (see *ACTT Daily Activity Log*)
 - Other _____

Please PRINT all information

Name: _____ Date _____

Email address: _____ Tel. number _____

Address: _____

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

Please email form: commitment@actt613.org or mail: ACTT, 48 Edgemount Road, Edison, NJ 08817



ACTT Activity/Action Ideas

Acknowledgements:

- 1) Some Ideas for Acts of Chesed were adapted from Areyvut's 2005 "A Kindness a Day Calendar: 365 Ways to Make a Difference", see website: www.areyvut.org
- 2) Some of the ideas for Judging Favorably were adapted from "The Other Side of the Story" by Yehudis Samet
- 3) Some of the ideas for Kavanah During Davening were adapted from Praying with Fire by Rabbi Heshy Kleinman
- 4) Some of the ideas for Bitachon were adapted from You Can Learn Bitachon by Yeshiva Zichron Eliezer and from The Garden of Emuna by Rabbi Shalom Arush
- 5) Ideas for Improving Anger Management were adapted from Anger The Inner Teacher @ www.aish.com/spirituality/growth/Anger_The_Inner_Teacher.asp

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> |
|--|--|

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 & friends Call or visit someone who is sick Cook a meal for a person in need Visit someone who may be lonely Call someone you haven't spoken to in a while Say thanks - no matter how small the deed Help a child with his / her homework Compliment someone who helps you</p> | <p>Give someone an encouraging note When asked to do something, respond right away in a cheerful and willing manner Drive someone to the doctor Help out family members even if you're busy Help someone find a job Buy a gift for a loved one for no reason Greet everyone with a pleasant "good morning" Write a letter to an elderly person Take a neighbor's garbage cans in from the curb Call someone who recently lost a loved one Congratulate siblings on recent accomplishments</p> |
|---|--|---|



ACTT Activity/Action Ideas (continued)

IDEAS FOR JUDGING FAVORABLY

| | |
|---|--|
| <p>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.</p> | <p>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</p> |
|---|--|

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 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)

IDEAS FOR HAKARAS HA'TOV

Recognize the good that you possess
 Appreciate what you do have rather than what you do not have
 Acknowledge that what you possess is a gift, not something you deserve
 Develop the habit of saying thank you for everything you receive, both big and small
 Realize that everything comes from Hashem and is for your good, then thank Him
 Always see the glass as being half full and be thankful
 Focus on developing an attitude of gratitude
 Appreciate the good that a family member does for you and say thank you
 Appreciate the good that a friend does for you and say thank you
 Appreciate the good that a colleague does for you and say thank you
 Appreciate the good that strangers do for you and say thank you

Write a thank you note to express your appreciation
 Make a telephone call to express your appreciation
 Give a gift to express your appreciation
 Express appreciation for routine actions such as taking out the garbage, preparing supper, doing the laundry, cleaning the house, bringing in the newspaper
 Thank the school bus driver
 Thank your teacher, thank your child's teacher
 Thank the mail carrier for delivering the mail
 Say *Modeh Ani* each morning with great feeling
 Reflect on *Modim Anachnu Lach* in *Shmoneh Esrei*
 Thank Hashem for every breath that you take

IDEAS FOR 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* 3 Module

Abbreviations: 1) CCDC = Chofetz Chaim: A Daily Companion by Michael Rothschild with Rabbi Shimon Finkelman; 2) SL = *Shmiras HaLashon*; 3) AC = *Ahavas Chesed*;
4) JF = *Judging Favorably*; 5) KDD = *Kavanah During Davening*; 6) AM = *Anger Management*; 7) HT = *Hakaras HaTov*; 8) B = *Bitachon*

| | | Learned (√) | | Activity/Action | |
|--|----------|-------------|------|-----------------|--|
| Date | √ | Book | Day | √ | 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/08 | √ | CCDC | 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 AM: Took a brisk walk to release anger; and/or |
| | | | | | HT: Appreciated a friend’s thoughtfulness and said thank you; B: Trusted that whatever Hashem does is for my good |
| Note: This is a continuation of the <i>Shmiras HaLashon</i> module and starts with Day 88 of the <u>Chofetz Chaim: A Daily Companion</u> text | | | | | |
| Mon | 08/04/08 | | CCDC | 88 | |
| | | | | | |
| | | | | | |
| Tue | 08/05/08 | | CCDC | 89 | |
| | | | | | |
| | | | | | |
| Wed | 08/06/08 | | CCDC | 90 | |
| | | | | | |
| | | | | | |
| Thu | 08/07/08 | | CCDC | 91 | |
| | | | | | |
| | | | | | |
| Fri | 08/08/08 | | CCDC | 92 | |
| | | | | | |
| | | | | | |
| Sat | 08/09/08 | | CCDC | 93 | |
| | | | | | |
| | | | | | |
| Sun | 08/10/08 | | CCDC | 94 | |
| | | | | | |
| | | | | | |
| Mon | 08/11/08 | | CCDC | 95 | |
| | | | | | |
| | | | | | |



ACTT Daily Activity Log (continued) – *Shmiras HaLashon* 3 Module

| | | Learned (√) | | Activity/Action | |
|------|----------|-------------|-----|-----------------|--|
| Date | √ | Book | Day | √ | Notes (description of activity/action, comments, etc.) |
| Tue | 08/12/08 | CCDC | 96 | | |
| Wed | 08/13/08 | CCDC | 97 | | |
| Thu | 08/14/08 | CCDC | 98 | | |
| Fri | 08/15/08 | CCDC | 99 | | |
| Sat | 08/16/08 | CCDC | 100 | | |
| Sun | 08/17/08 | CCDC | 101 | | |
| Mon | 08/18/08 | CCDC | 102 | | |
| Tue | 08/19/08 | CCDC | 103 | | |
| Wed | 08/20/08 | CCDC | 104 | | |
| Thu | 08/21/08 | CCDC | 105 | | |
| Fri | 08/22/08 | CCDC | 106 | | |



ACTT Daily Activity Log (continued) – Shmiras HaLashon 3 Module

| Date | | Learned (√) | | Activity/Action | |
|------|----------|-------------|---------|-----------------|--|
| | | √ Book | Day | √ | Notes (description of activity/action, comments, etc.) |
| Sat | 08/23/08 | CCDC | 107 | | |
| Sun | 08/24/08 | CCDC | 108 | | |
| Mon | 08/25/08 | CCDC | 109 | | |
| Tue | 08/26/08 | CCDC | 110 | | |
| Wed | 08/27/08 | CCDC | 111 | | |
| Thu | 08/28/08 | CCDC | 112 | | |
| Fri | 08/29/08 | CCDC | 113 | | |
| Sat | 08/30/08 | CCDC | 114 | | |
| Sun | 08/31/08 | CCDC | 115 | | |
| Mon | 09/01/08 | CCDC | 116 | | |
| Tue | 09/02/08 | CCDC | 117-118 | | |

Glossary

| | |
|---------------------------------|---|
| Ahavas Chesed | loving kindness |
| B'li Neder | without making a formal commitment |
| Bitachon | trust in Hashem |
| Chesed | kindness |
| Chizuk | moral support |
| Davening | praying |
| Emuna | faith |
| Hakaras HaTov | gratitude |
| Kavanah | concentration |
| Klal Yisrael | the Jewish people |
| Lashon Hara | evil tongue (speech) - any derogatory or damaging (physically, financially, socially, or stress-inducing) communication |
| Midah, Midos | character trait, character traits |
| Mitzvah | a commandment |
| Mussar | ethical teaching |
| Neshamah | soul |
| Nisayon | a test |
| Ona'as Devarim | causing hurt through the spoken word |
| Parnasa | livelihood |
| Rechilus | gossip-mongering - any communication that generates animosity between people |
| Refuah Shleimah | a complete recovery from an illness |
| Sefer | a book |
| Shidduch | a match of two eligible and marriageable Jewish singles |
| Shiurim | classes |
| Shmiras HaLashon | guarding one's tongue |
| Siddur | prayer book |
| Siyata D'Shmaya | Divine Assistance |
| Talmid, Talmidim | student, students |
| Tefillah, Tefillos | prayer, prayers |
| Teshuva | repentance |
| Zechus | merit |