

**How
to
Organize
Your Day**

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**A. B. C...**

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Preface

The more we invest in planning and setting up our priorities, the more we will succeed in doing what is most important and getting them done faster and better. We should use this type of thinking daily to become more efficient and effective in all that we do.

- A - Actions for Hashem.
- B - Beg Hashem for help,
- C - Chesed/charity,
- D - Delegate,
- E - Eliminate

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Hashem gives us enough time when we use it properly.

## 1. Actions for Hashem

The most important action we are instructed to perform daily is Torah study, which leads us to all forms of action. The only exception is when we are confronted with another mitzvah, whether large or small, that cannot be done by delegating. (Moed Katan 9b.)

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The most valuable actions you can take each day are sometimes a challenge, but the payoff, benefits and rewards are tremendous. We need to resist the temptation to clear up small things first and focus on, "Torah study exceeds all mitzvos." (Peah 1:1.)

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The most difficult part of an important goal is getting started. When you get into it, you develop the motivation to continue and enjoy it. We pray that we should enjoy the sweetness of Torah and appreciate the significant difference it makes in our lives.

## 2. Beg Hashem

This is an open Halacha in Shulchan Aruch 98:3, to pray in a pleading manner, as a pauper asking at the door in a gentle way, asking for mercy.

This is based on the humility we need to feel and think as we connect with Hashem through prayer-

- To be aware of Hashem,
- To think how we can thank Hashem for all that He keeps on giving us,
- Keep thinking about His greatness and goodness,
- To keep on praising and thanking Him,
- To keep on trusting Him for all of our needs.

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3. Compassion & Compliments

Your most important goals in life are:

- 1- to connect with Hashem
 - a) by studying His teachings and
 - b) by speaking to Him,
- 2- to be nice to other people...

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The best way to help others is to make them feel important. Treat them as you would like them to treat you.

We need to

- Accept others,
- Appreciate them,
- Approve and
- Pay attention.

All this is summed up in Avos 1:14,  
“Accept and greet every person with a thoughtful, friendly smile.”

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4. Delegate

What a kindness it is to delegate to others properly when that will help you use your skills at a maximum level of effectiveness.

There are times when we say -

“There is more of a mitzvah to do it yourself rather than using a ‘shliach’ to represent you” (Kiddushin 41a), but there are also times when we say, “that an agent who represents you is like you.”

We are all in this world to serve Hashem at our maximum level. There are mitzvos that if you don’t do them, they may not get done.

We need to ask ourselves, “What is the most important mitzvah that Hashem is requesting of me,” as the Torah states openly in Devarim 10:12...

5. The Big Five

It would be enlightening to study the five items the Torah lists, and to realize how important these five key areas are -

- 1- to be aware of Hashem,
- 2- to walk in all of His ways,
- 3- to love Him,
- 4- to serve Him wholeheartedly and
- 5- to observe His mitzvos...

We should be asking ourselves how often do we focus on these five and how do we implement them?

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One of the ways to fulfill all five is to develop an attitude of gratitude to be thankful for the many gifts Hashem showers on us daily.



## 6. Thank You

When we thank Hashem more, and when we thank each other more, Hashem increases and expands the gifts we receive.

How many times a day do you thank Hashem for the gift of keeping you alive?

-Do you thank for His many gifts of family and friends who love and care about you?

-Thank for your health and well-being and keep on praying for more of it!

-Thank for having activities to do daily to keep you busy in meaningful mitzvah ways.

-Thank you for many rooms in your home, for your car, furniture and clothing.

[We thank you for reading this booklet and for sharing it with others].

## 7. Compliment

Whenever you delegate to someone who will enjoy doing what you ask of them, realize how important it is to thank and compliment them, and not to complain or criticize them... focus on why you should be happy and express sincere gratitude each time.

When you delegate properly, you are boosting people's self-esteem and helping them feel important and helpful.

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Of all the mitzvos we have, there is one whose magnitude many people fail to appreciate. The Gemara, Menachos 43b states, "One is obligated to recite 100 blessings every day!"

Every blessing is a 'thank You' compliment that connects us with Hashem and elevates us to joy and happiness in an amazing way.

8. One-minute Blessings

We have more than 100 daily opportunities when we need to get excited to praise Hashem for the gifts He provides. For example:

- For your color vision,
- For our many items of clothing with so many benefits,
- For your shoes, so different from other articles of clothing,
- For your ability to stand upright,
- For your ability to swivel your head on your neck to the sides and up or down,
- For all your different types of food and drink,
- For the hard earth to walk on without sinking into holes,
- For the energy to move, walk and run...

9. Avoid Distractions

We need to discipline ourselves to avoid and eliminate distractions. To do more of what is higher value, we need to stop doing things that are of lower value or zero value.

We need to keep on asking, "What is Important Now?" [W.I.N.]

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We need to focus our attention on our goals,  
"The direction your intention goes,  
that is where your life flows."

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One of the greatest time savers is the
Mishna,

"If not now, when?"

(Avos 1:14)

10. The First Step

Let's say for example, you have chosen to study a Mishna, but you seem to be struggling to get started.

One technique that is useful is to decide to just start with one line for now,

"When you grab a small amount, you will succeed." (Sukkah 5a.)

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This will then motivate the person to persist on to enjoy and achieve the whole goal.

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The great lesson of this booklet is to learn the secret of '*seder*' to be organized. [This is why the word '*sod*'/secret is the root word of *seder*.]

By following Torah guidelines in setting up our schedule, we gain mitzvos right away in planning properly, which leads to greater success in implementing the proper steps with Hashem's blessings.