PC 103 University Skills
Gathering Agenda for Week 2
Time Management

Gathering Purposes

- Counsel about academic planning and your Introductory Certificate Courses
- Teach one another about time management.
- Collaborate on ideas for the pacing guide assignment

Preparation

- For *face-to-face Gatherings*, arrive early to setup the room, prepare any visual aids, and greet students as they arrive.
- For *virtual Gatherings*, start the meeting early, share your screen with a message welcoming them to the gathering and letting them know you'll start soon.
    - When the Gathering Agenda asks that students meet in small groups, use Breakout Rooms.
    - When the Gathering Agenda asks you to display things on "the board," you can use the whiteboard.

Document Preparation:

- For *face-to-face Gatherings*, print the case studies at the bottom of this document and cut them out so each scenario is on one slip of paper.
- For *virtual Gatherings,* email all of the case studies to everyone prior to the gathering.

Min.	Activities		Teaching Tips
Welcome and Devotional			
15	Welcome	Welcome, announcements, and housekeeping	
	Devotional (Missionary -Led This Week)	If you meet in person, you may choose to sing one or two verses of a hymn. If you meet virtually, the missionaries may choose to include a hymn in a way that works with the remote technology, but this is not required. A volunteer will give an opening prayer Students were asked to watch the BYU-Pathway Worldwide devotional this week at http://byupathway.org/devotionals. They should have done this prior to the gathering. The missionary will lead today's discussion according to the information below. Students will have Godly power, just as Caleb did, as they make and keep covenants with Jesus Christ. Determine your gathering group's knowledge of covenants and lead a 15-minute discussion about how covenants with Jesus Christ will improve their lives. During the discussion, it is important to emphasize baptism as the first step in a covenant relationship with Heavenly Father and Jesus Christ and not just as a means for joining the Church. We receive the gift of the Holy Ghost and become members of Christ's Church when we are confirmed. We can continue to grow our relationship with Them as we partake of the sacrament weekly and make additional	

		covenants in the temple.	
Next Steps Discussion			
10	Application to Online Certificates and Degrees	Many students in the class are likely applying for admission through BYU-Pathway worldwide to the online Certificates and Degrees programs offered by BYU-Idaho and Ensign College. Give students a chance to discuss their progress and help each other with issues around the following possible topics: ● Where to find the application ● How to fill out the application ● Ordering transcripts ● How to complete the ecclesiastical endorsement	
	Graduation Plan Check-in	Remind students to be looking at their degree map. See this week's module called "Next Steps" in the course.	
	Introductory Certificate Course Discussion and Help	This semester, each student is likely enrolled in an Introductory Certificate course as well as this course. Students may be in different Introductory Certificate courses. Give students time to discuss their experiences, ask for help and advice, and generally support each other in these Introductory Certificate courses. You may use the following suggestions to guide this portion of the gathering. ● Ask a few people to share a significant challenge they are facing in their course. As a class, brainstorm possible approaches and solutions to these challenges. ● Ask a few people to share what is going well with their Introductory Certificate course.	**Teaching Tip**: Choose a couple of students ahead of time (before class) to think about one or more of the following topics to discuss during class while the whole group listens and asks follow-up questions.
Student Skills Lesson Review and Discussion			
15	Discuss	For one to two minutes, tell the class about one big thing you learned in this week's Student Skills. Write this quote on the board and invite a classmate to read it: "Learning to use skills of effective time utilization will often work small miracles in the life of a busy person." --Rex W. Allred, "Personal Time Management: One Key to a Leader's Effectiveness," New Era, June 1977. ASK: ● Did anything stand out to you in this quote?	

		● What examples from your own life support this statement? ● Aside from learning how to pace yourself, what other time management skills have worked for you?	
	Write and Discuss	Invite someone to read D&C 10:4: "Do not run faster or labor more than you have strength and means provided to enable you to translate; but be diligent unto the end." Invite the class to write their answers to the writing prompt below. Write for 60-90 seconds. Then discuss the questions that follow. **Writing Prompt** How does this scripture relate to us and our academic success? **Discussion Questions** ● What did you write? Why? ● Why is time management so important? ● How does procrastination keep us from achieving our goals?	
Student Skills Application - Case Studies			
20	Small Group Practice	You will divide into five small groups. In physical gatherings, number each group according to the case study numbers at the bottom of this document. For virtual gatherings, the breakout room number will correspond with the case study number. Once groups are divided, each one will read its case study and consider how a pacing guide would help the people in the case study. Choose someone from the group to present the case study and a summary of your group's discussion to the large group. Find the case studies at the bottom of this document.	See "Physical Preparation" at the top of this document.
	Large Group Sharing	Reunite as a large group and have a representative from each group present their case study and a summary of their discussion. ASK: 1. How did your own Pacing Guide turn out? 2. What did you learn in the process of completing the pacing guide?	

	Testimony and Prayer	Bear a 30-90 second testimony of the importance of taking responsibility for your academic success through time management. Invite everyone to pray for a way they can implement what they have learned this week about pacing themselves. End with a prayer by invitation.	

See below for the Case Studies

Case Studies

- **Case Study #1:** Amy wakes up at 10 am, gets ready for her day and enjoys some free time. She goes into work at 1 pm and finishes at 8 pm. After dinner with friends she gets home and decides to work on her school work. She is tired and frustrated that she has no time to complete her homework.

- **Case Study #2:** Frank and his wife are empty nesters. He works 8-5 everyday. After work he has dinner with his wife and then has meetings at the church until 9 pm. Frank isn't sure how to fit his studies into his busy day.

- **Case Study #3:** Sara is a stay at home mom. She gets her older kids off to school and still has 2 little ones at home. She tries to work on her class work during the day but she is continually interrupted by her little ones. The evenings are very busy with her kids and she enjoys her quiet time reading books before bed once her kids are asleep. Sara feels like she can't string together a coherent paper when she can't seem to focus on her work for more than 5 minutes.

- **Case Study #4:** Jim works nights to support his family. He sleeps during the day and then wakes up to spend the afternoons with his young family. Before he knows it, it is time to go back in to work. Jim can't figure out how to manage family time and study time.

- **Case Study #5:** Richard has a one hour bus ride into work each day. He works long hours and returns home feeling exhausted. After he spends a little time with his family and completes the yard work, he is ready for bed. He often stays up very late completing his course work and it appears to his instructors that he doesn't put much thought into his work because of the late hour. His grades are dropping. Richard is tired and overworked.