COMPLETE YOUR INCOMPLETES INVENTORY

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| 1. Write out the assignments/exams that you need to complete.
2. Indicate the deadline for each.
3. Number them by order in which you plan to complete them.
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| Do you need to communicate with your professor(s), advisor(s), or other staff? | **Yes** [ ]  **No** [ ]  |
| **If yes**, with whom do you need to communicate and what information do you need to convey or request? |  |

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| Do you need to get access to materials (e.g., books, articles, lecture slides, practice exams) in order to complete your incompletes? | **Yes** [ ]  **No** [ ]  |
| **If yes**, describe those materials and how you will access them. |  |
| Who can support you through the process of completing your incompletes?What do you need to communicate to them? |  |
| What might distract you or create an obstacle?How will you address that? |  |
| What do you need to cancel, step back from, or take off your plate in order to complete your incompletes? |  |
| What tasks other than completing your incompletes require some maintenance?How will you maintain progress on those tasks while prioritizing your incompletes? |  |