

## COMPLETE YOUR INCOMPLETES INVENTORY

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.

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?

Do you need to get access to materials (e.g., books, articles, lecture slides, practice exams) in order to complete your incompletes?	Yes	No
<b>If yes</b> , 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?		