

**Subject:** focus, communication, and biweekly goals  
**Date:** Mon, 8 Aug 2011 22:46:33 -0400  
**From:** Rachel Goldman <rsgold@umich.edu>  
**To:** Jennifer Dibbern <jdibbern@umich.edu>

Jennifer: I am concerned about your focus and would like you to start making detailed plans for each day using the biweekly goals sheet. Please let me know if you have access to a copy of it or if you would like me to send it to you. I would like to see a filled out version of it by the end of the day on Tuesday.

A few things of concern:

1. the need to accelerate the process of sifting through the literature and figuring out what if anything we can say about the Be vs. Mn doped QDs. Although you have made some progress, this is happening very slowly. I thought you would be able to submit an abstract for the MRS deadline and similarly I thought you would be able to submit to the AVS late-news deadline, but I am beginning to doubt that one too. Does the project still interest you?
2. progress with the STM experiments -- these are not part-time activities. Its great that you tried to balance the stage on Sunday. But what happened to Monday? There was no need to work on it on Monday since you worked on it on Sunday? What did you do today?
3. communication with colleagues -- On Friday, I asked you to contact Eric and copy me on your e-mail regarding the possibility of working on balancing the stage for a few hours on Sunday. On Friday, you agreed to do that. Why didn't you do that? Instead you worked on it yourself with your friend on Sunday and let Eric know the result afterwards, asking him if he could meet Tuesday. Eric responded to you about 9 hours ago regarding meeting Tuesday but you have yet to respond to him. Why haven't you responded to him? Again I ask, what did you do today?

With the planning using the biweekly goals sheet, I am hoping to help you to accelerate your progress on #1 and #2, while encouraging #3. I realize you have many other things going on but an increased in your focus on research is urgently needed. This will probably require you to decrease your involvement in non-research related activities.