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Handling Your Personal Finances Appropriately and Other Management Advice

Paul suggests the following ways to increase your work-life balance: unplug work when it's family/personal time, think about your future and establish priorities accordingly, learn to say "no," take care of your health, ask for help, and give back to your community/profession. He also discusses making the most of your personal finances and how to be successful in leading non-pharmacy departments.

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Paul's advice is: ***Maintain a work-life balance, invest wisely, and take advantage of your countless career path options and opportunities.***

 ***Dear Young Pharmacist,***

I appreciate the chance to share insights from what I have learned over the last 10 years, which hopefully will help you get the most out of your career. Specifically, I was asked to share my experiences regarding work-life balance, my residency training, personal finances, and oversight of departments outside of pharmacy.

Integrating work and life as you experience major personal life events. My wife and I are excited to start the next phase of our life together as parents. As a result, work-life balance is at the forefront of my mind. Like many of you, I have a demanding

schedule that often requires long work days as well as some evening and weekend hours. I truly enjoy what I do, believe it is meaningful work, and am grateful for the opportunities I have been afforded through work and involvement in professional societies to advance my career and the profession. Below, I have outlined some thoughts on work-life balance:

1. **Unplug work when it's family/personal time.** Two hours of *fully* engaged time with the important people in your life is better than 4 hours of time in which you are checking your email and social media every 15 minutes. In other words, focus on optimizing the *quality* of the time versus the *amount* of time you spend with family and friends.
2. **Think about what you want your future to look like and establish your priorities accordingly.** What do you want your future to look like from both a career and family/personal perspective in 5, 10, or 15 years, and what will you need to accomplish to get there? Write down your goals as well as your current responsibilities and then place them in rank order based on what is most important to you and your family. Placing them in rank order will help ensure you are allocating your time to the most important things and also determine what you might need to let go.
3. **Learn to say "no."** When we become burned out, overwhelmed, and exhausted, we are no good to anyone including our patients, family, colleagues, and ourselves. Learning to decline requests that do not align with your priorities will help ensure that you can meet your work responsibilities and also have time for your family/personal interests.
4. **Take care of your health.** When life gets hectic, we often sacrifice ourselves for everyone and everything else. You cannot be the best partner, parent, care provider, colleague, or boss when you are unhealthy and overstressed. Schedule time to take care of yourself physically, mentally, and spiritually to ensure the best *you* is showing up every day.
5. **Ask for help.** If you are struggling to manage your current work-life schedule, don't keep it to yourself. Talk to your family, friends, colleagues, and boss to see if there is a way they can help. Asking for help isn't admitting defeat, and doing so can actually improve relationships.
6. **Take time to volunteer and give back to your community and profession.** The level of commitment you are able to give to your community and/or professional organizations will ebb and flow based on other competing priorities in your life; the personal/professional benefit you receive through volunteerism will not.