Top 10 Things You Wish You Had Known Before Becoming a Division Director

1. **Who are the key people** to talk to in order to get things done?

2. **How the structure** of the hospital and medical school systems and finances work and where Rheumatology fits?

3. **Talk to other Rheumatology division directors** to get advice and help.

4. **How salaries are derived and structured**, and how to negotiate better salaries?

5. **Identify local resources** for Professional Conflict Mediation.

6. **How to recruit faculty** and retain them?

7. **How to manage expectations and output** of all staff—MDs, RNs, front line staff?

8. **Understand the importance** of team building within the division.

9. **Understand the importance** of alliances with other divisions on clinical, educational, research and administrative activities.

10. **Time management**—balancing personal and professional time commitments.