Accidently Closed a Browser Tab?

Oops! Have you ever mistakenly closed an internet browser tab you didn’t want to close? Press CTRL + Shift + T to undo it! Pressing this more than once will undo multiple closed tabs. The feature works in all major browsers, including Internet Explorer, Google Chrome, Mozilla Firefox, and Opera. Right clicking on any portion of the tab bar also displays a “Reopen closed tab” option.

Things You Can Do Today to Transform Your Career

Seek Out a Mentor

There’s no need to reinvent the wheels when it comes to having a successful career. It’s very likely that someone has already achieved what you want. A mentor doesn’t have to be someone you have a real-life relationship with. You can pick up a biography of someone you admire, listen to their podcasts, watch their interviews, etc.

Practice Your Public Speaking Skills

When Warren Buffett was asked what’s the most important skill you can learn, he said “improving your communication skills.” It’s a life-long skill that will become increasingly more useful to learn as you advance your career, and it can be the single factor differentiating you when the competition gets stiff. Check out your local Toastmasters to be surrounded by a supportive community of fellow learners.

Enroll In an Online Course

Taking courses online to learn a new skill related to your work or future industries you want to enter can be a great investment to the advancement of your career. The benefits of learning online are vast, from being able to learn anywhere, anytime that works for you, and at an affordable rate (often free).

5 Common Negotiation Mistakes

1. **Assuming something is non-negotiable**: When you think like a negotiator, everything is negotiable. Rules can be modified if you simply propose an ethical, viable, and mutually beneficial alternative solution.

2. **Not asking**: The key to successful negotiations is asking for what you want. Fear of rejection or the fear of looking greedy can get in the way. But know that rejection will happen. Rejection is never personal. Your offer was rejected, not you. The only way to master the art of rejection is to get rejected and keep asking.

3. **Talking too much**: Talking too much is a sure-fire way to kill a deal. When discussing a deal, if you simply stop talking and get comfortable with the awkwardness of silence, your ability to win your argument, sell the product, or get concession in the negotiation increases significantly.

4. **Not listening**: Good negotiators are the ones who walk into a deal in listening mode. Ask plenty of questions to understand where the other side is coming from and what they’re trying to get out of the deal.

5. **Poor planning**: Before you go into a negotiation, set your priorities. At what point are you willing to walk away from the bargaining table? If you fail to reach an agreement, what’s your backup plan? Do you know what points will resonate with the other person? Be sure you have a clear sense of what you want.

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