



Negotiation Preparation Worksheet

Preparation is power.

Negotiation Prep for _____

What do I want out of this situation?

If you could dictate exactly how this negotiation worked out, what would that look like? What would you have at the end of the negotiation? What would you be able to do or be able to avoid doing as a result?

Why do I want what I want? What are my interests?

Interests are the reasons why we want what we want; what are your reasons for wanting what you've described in your answer to the question above?

What are some questions I want to ask?

Understanding their interests in the negotiation can help you see where your interests might overlap and where you might be able to find possible solutions. What don't you know about their interests? What information would help you better evaluate your options in this negotiation?

Are there other ways I might be able to meet my interests?

There's almost always more than one way to solve a problem. What are some different ways, both in this negotiation and outside of it, that you might be able to meet your interests? Use your imagination and don't shy away from being creative in your answer.

What can I do if this doesn't work out?

Remember: a strong back-up plan is one that supports your interests, is something you actually want to do and is something you can implement relatively easily.

Now that you've answered these questions, it's time to face your fears. Specifically, what you are afraid the other side might say to you during the negotiation?

In the space provided below, use a black or blue ink pen to write out the five things you really hope they don't say or ask you about. Then, using a different colored pen (red! purple! turquoise!) and using what you've learned during negotiation prep, write out what you could do or say in response. If you can't think of *anything* to do or say, play the "Why?" game to figure out why this question or statement is so intimidating. Use what you discover to help you improve your negotiation preparation.

#1.

Response:

#2.

Response:

#3.

Response:

#4.

Response:

#5.

Response: