

## PREPARATION: Strategies for Before You Negotiate

1. Identify Your Goals
  - What is your position? (What's the best way you can think to resolve the negotiation?)
  - What is your interest? (What's your underlying goal or motivation?)
2. Research the Situation and Use Precedent to Your Advantage
  - What do you know about the context of your negotiation?
3. Do a Little Detective Work to Get to Know Your Counterpart
  - What motivates them? How do they like to receive information?
4. Know Your Alternatives
  - What's your Plan B (best single alternative)?
5. Practice, Practice, Practice
  - Is there specific language you'd like to practice?

## PRESENCE: Strategies for During the Negotiation

6. Time Your Negotiation Strategically
  - How will you know you're ready to start the negotiation?
  - What Red Light Language could you use to stop the negotiation?
7. Start with Easy Wins
  - Where is there already agreement?
8. Ask Questions
  - What questions do you have for your counterpart? (Come with at least 3.)
  - What questions might they have for you?
9. Listen
  - What active listening phrases do you like best? Ex: "What I'm hearing you say is... Is that right?"
10. Expand the Pie
  - How can you make an agreement that's as mutually beneficial as possible?

## PERSPECTIVE: Strategies for Navigating Your Emotions

11. Maintain Perspective and Keep Branch Walking to a Minimum
  - Where can you get support? What tools or people can help bring you back to the trunk of the tree?
12. Practice Self-Compassion for Fun and Profit
  - What do the following strategies sound like for you in this situation?
    - Self-kindness (Ex: May I give myself the compassion that I need.)
    - A sense of common humanity (Ex: Everything I'm feeling is normal.)
    - Mindfulness (Ex: This is a moment of suffering.)
13. Play to Your Strengths and Try It On
  - What are your strengths as a negotiator?
  - How do you want to show up for this negotiation?