

Negotiation Planning Checklist

- I have defined the short- and long-term goals related to the negotiation.
- I have identified my strengths –values, skills, communication style, etc. – that I can leverage in this negotiation.
- I have identified my weaknesses and vulnerabilities related to this negotiation.
- I have thought about the lessons I can apply from past negotiations to improve my performance in this negotiation.
- I have thought about the past relationship with the other party and determined how that might impact the current situation.
- I have considered the cultural, age, gender, etc. differences that exist with the other party and have determined how these might impact the negotiation. I have also considered how my own biases might impact the negotiation.
- I have done thorough research related to the situation and what I'm negotiating for.
- I understand why the other party is negotiating with me and have identified what they might need or want from the negotiation.
- I have determined the best location, timeframe and duration for this negotiation.
- I have listed my interests related to this negotiation and ranked them in order of importance.
- I have identified the sources of power I can leverage in this negotiation.
- I have determined what my BATNA (best alternative to a negotiated agreement) is.
- I have identified my walk away point.
- I have identified what I think the other party's interests are, their BATNA and their walk away point.
- I have considered what this information means to the negotiation and the other party's willingness to engage with me.
- I have considered possible solutions, alternatives or compromises that we might agree on.
- I have considered possible trade-offs (things I have that the other party might want).
- I have determined how I will open the conversation with the other party in a way that builds rapport and trust.
- I have identified something we can both agree on right out of the gate.