

Negotiation Pre-Work Sheet

A checklist of information to run through before beginning a negotiation

Remember the better prepared side usually wins

What are you negotiating?

Timeline

When do I need to make a deal by

Communication Strategy

What is the preferred method of communication

Who is involved?

*Who are they? What do they do? What is their part in the process? What is their goal?
What does a win look like for them?*

Options

What are all the factors that should/could be part of the agreement

Your Goals

What does a win look like for you – relationship, reputation, monetary, control....

Your Floor

What is the lowest outcome you will accept – anything below this you will walk away

BATNA

Best Alternative to Negotiated Agreement, if you walk away what is next

Information

Questions to get answered, information to disclose, information to not disclose