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