

# My Negotiation Readiness Checklist

*Add Your Own Reminders Below*

\_\_\_\_\_ I will devote substantial time to preparing for this negotiation.

\_\_\_\_\_ I will develop the specific goals I want to achieve in this negotiation and why they are important to me.

\_\_\_\_\_ I will document my negotiation goals in writing for myself.

\_\_\_\_\_ I will really consider what specifics are or may be important to my counterpart and why.

\_\_\_\_\_ I will develop questions to ask my counterpart, so I can fully understand his or her needs and situation.

\_\_\_\_\_ I will research objective standards that apply to the matters about which I am negotiating.

\_\_\_\_\_ I will spend time imagining all the different ways the negotiation could play out.

\_\_\_\_\_ I know my emotional buttons and have strategies for coping when they are pushed in a negotiation.

\_\_\_\_\_ I will find people to role play with me before negotiations that are important to me.

\_\_\_\_\_ I will be excited about what I can learn in each negotiation.

\_\_\_\_\_ I will learn from mistakes I have made in the past.

\_\_\_\_\_ Right after every negotiation, I will itemize what I've achieved, what points remain open, and what questions I still have.