

ADVANCED RISKOLGY

Negotiation Worksheet

Becoming a great haggler isn't difficult, but it never hurts to be prepared. Use this worksheet to strategize for your next negotiation so that you know exactly what to say and when to say it to get what you really want.

(This worksheet is fillable. Just click on the line and start typing.)

What's the object of negotiation? (What are you haggling over?)

What's your ideal outcome? What do you most want to happen?

List 3 other outcomes that you'd consider successful.

1. _____

2. _____

3. _____

There are always several facets to any negotiation, and each person will be motivated by different things. For instance, if you're haggling over the price of an item for sale, the owner may be more concerned about moving a product that he's overstocked or the buyer might be more worried about getting a good deal on suite of items than just the one.

From what you know, what are the top three motivations of the person your negotiating with? How can you address those motivations in order to get what you really want?

Other Person's Motivations	How You'll Address Them to Get What You Want

What's the lowest (or highest) offer that you're willing to entertain?

What intangibles do you have to offer that cost little/nothing to you but would be valuable to the other person?

1. _____

2. _____

3. _____

Think of 3 ways you can get the other party to throw out the opening offer so that you can adjust your strategy accordingly.

1. _____

2. _____

3. _____

Think of 3 lines you can use when you're trying to get the other party to respond to your offer so that you don't negotiate against yourself.

1. _____

2. _____

3. _____

Spend ten minutes studying your answers before you start haggling and you'll be much better prepared. Good luck!