

Negotiation Prep Worksheet

A simple one-page worksheet to prepare for any negotiation, at work, at home, or anywhere in between.

1. What is my goal for this negotiation? (Be specific.)

2. What is my walk-away point, the minimum I will accept?

3. What does the other person likely need or care about?

4. What questions will I ask before I state my position?

5. What can I offer in return, if I ask for a concession?

6. How will I stay calm if the conversation gets tense?

After the Conversation: Reflect

7. What worked well in this negotiation?

8. What will I do differently next time?

Free resource from PersonaGuru.in — read the full guide: [7 Ways to Improve Your Negotiation Skills](#)