

# NEGOTIATION PLANNING WORKSHEET

<p><b>INTRODUCTION</b></p>	<p>Title of this negotiation:</p> <p>Key points of the negotiation:</p> <ul style="list-style-type: none"> <li>▪ Who?</li>   <li>▪ What?</li>   <li>▪ When?</li>   <li>▪ Where?</li>   <li>▪ Why?</li> </ul>
<p><b>SEGMENT 1: INTERESTS</b></p>	<p>My Position:</p> <p>My Interests:</p> <ul style="list-style-type: none"> <li>▪</li>   <li>▪</li>   <li>▪</li>   <li>▪</li> </ul> <p>My Negotiating Partner's Position:</p> <p>Possible Interests:</p> <ul style="list-style-type: none"> <li>▪</li>   <li>▪</li>   <li>▪</li>   <li>▪</li> </ul>

<p><b>SEGMENT 2: OPTIONS</b></p>	<p>Brainstorm and List the Options for this negotiation:</p> <p>Options addressing my Interests:</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>Options addressing my Negotiating Partner's Interests:</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>
<p><b>SEGMENT 3: STANDARDS</b></p>	<p>What Standards might I use to persuade (Sword)?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul> <p>What Standards might I use to protect (Shield)?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul> <p>What Standards might my Negotiating Partner use to persuade (Sword)?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul> <p>What Standards might my Negotiating Partner use to protect (Shield)?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>

<p><b>SEGMENT 4: PEOPLE</b></p>	<p>What are my emotions/perspectives going into this negotiation?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>What might be the emotions/perspectives of my negotiating partner?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>What strategies will I use in this negotiation to help separate my negotiating partner from the negotiation problem?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>
<p><b>SEGMENT 5: ALTERNATIVES (BATNA)</b></p>	<p>What are my alternatives if we can't reach agreement in this negotiation?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>Which alternative is my best (BATNA)?</p> <ul style="list-style-type: none"> <li>▪</li> </ul>

	<p>How can I improve my BATNA?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>What are my negotiating partner's possible alternatives in this negotiation?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>What is my negotiating partner's BATNA?</p> <ul style="list-style-type: none"> <li>▪</li> </ul> <p>How can I address this BATNA?</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>
<p><b>SEGMENT 6: CLOSURE</b></p>	<p>What agreement would I like to reach through this negotiation?</p> <ul style="list-style-type: none"> <li>▪</li> </ul> <p>What issues would I need to put on a final agreement? (Write them with specifics left blank)</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>