

Negotiation Planning Worksheet

Goals: What do I want out of this negotiation?

Trade-offs: What do I and the other person have that we can trade? What do I have that the other wants?

Alternatives: What are the alternatives if we don't reach agreement?

Relationships: What is the history of our relationship? How will this impact the negotiation? Are there any hidden issues that will affect the negotiation?

Expected outcomes: What do I expect from this negotiation? What is my aspirational goal?

Consequences: What are the consequences if I win or lose this negotiation?

Power: Who has the power? Who controls the resources? What information do I have that the other party doesn't?

Possible solutions: Based on all considerations, what compromises might there be?