

PERSONAL ACTION PLAN FOR NEGOTIATIONS

The top three objectives for this negotiation are:

- 1. _____
- 2. _____
- 3. _____

List the major deal points you need verses the deal points you'd like:

DEAL POINTS YOU NEED

DEAL POINTS YOU'D LIKE, BUT ARE NOT NECESSARY

List everything you know about your opponent's behavior, goals, needs, interests & expectations:

List any issues my opponent can use against me (personal skeletons, past business deals, etc.):

Are there any alternatives to this deal? What happens if you walk away? What might prompt you to?

Define a win-win scenario for this negotiation:
