

NEGOTIATION PREPARATION SHEET

	Our Side	Their Side																				
Interest	Our Interests <i>What really matters? Why?</i>	Their Interests <i>What might be their underlying reasons?</i>																				
Goals	Our Goals & Priorities (MIT-List) Must: Ideally: Tradeable:	Their Goals & Priorities <i>Our estimate of what matters most to them</i>																				
Options	Options for us <i>What are ways our interests could be satisfied?</i> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Interest</th> <th style="width:50%;">Options</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Interest	Options									Options for them <i>What are ways their interests could be satisfied?</i> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Interest</th> <th style="width:50%;">Options</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Interest	Options								
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Information	To share with them <i>What information do we share/not share</i>	To ask them <i>What information do we need to gather/what questions do we ask</i>																				
Bargaining Power	What is our "Plan B" <i>What options do we have if this negotiation fails?</i> <i>How can we improve our BATNA?</i> <i>What is their perception?</i>	What is their "Plan B" <i>What might they do if the negotiation fails?</i> <i>Do we have information that will influence their BATNA?</i>																				
Numbers	Our Numbers Target Price:..... Reservation Price:..... (max/min walkaway) Opening Price:..... Shall we open? <input type="checkbox"/> yes <input type="checkbox"/> no	Their Numbers Estimate of their reservation price:..... 																				