



# Negotiation Preparation Form

	Mine	Theirs
Goals	What are my goals for this?	What might be their goals for this?
Relationship		
Interaction		
Next step		
Interests	What are my interests?	What might be their interests?
Issues	What issues do I need to discuss?	What issues might they want to discuss?
Questions	What questions can I ask?	What might I be asked? (My response?)
(What information do I need? What will help set the tone I want/need?)		
Beginning	What is my “first sentence” or opening strategy?	What do I anticipate will be theirs? (How will I respond?)
Persuasion	What sources of persuasion do I have?	What sources of persuasion do they have?
Alternatives	What alternatives do I have if there is no agreement?	What alternatives do they have if there is no agreement?
Reservation point	What is the minimum I need to reach agreement?	What is my minimum of what I think they need to reach agreement?
Reminders to myself		