





Negotiation Preparation Checklist

Assess the Negotiation		
1	Is the 'pie' fixed or variable?	Fixed Variable
	If fixed, what can I do to add variability?	
2	Could the results of this negotiation affect any current or future agreements?	Yes/No
3	Which side is under the most time pressure?	Us/Them/ Unknown
Assess the Relationship		
4	Is this a 'one-off' negotiation, where I am unlikely to deal again with this party?	Yes/No
5	Is there a likelihood of future negotiations?	Yes/No
6	Is this negotiation (if successful) going to be the start of a long-term relationship?	Yes/No
7	How important is the outcome to me compared to my relationship with the other party?	
	Extremely	Not at All
8	Would I be prepared to compromise the relationship to get a better outcome?	Yes/No
9	Would I be prepared to compromise my outcome to preserve the relationship?	Yes/No
10	What points in common do we have? (For the preamble)	
11	Who would they accept as authoritative sources?	
12	What can I find out about the other party's negotiating style?	
13	What leverage do I have or could I create at the start?	
14	What could I use as a pattern interrupter at the start? (Unexpected revelations)	
15	Is there any likelihood that aspects of this deal may need to be re-negotiated before the end of this contract?	Yes/No
	If so, what:	
Assess Your Options		
16	What alternatives do I have?	
	<ul style="list-style-type: none"> • Alternative party/parties • Alternative approach • Other? 	
17	What extra value could I add?	

Negotiables

	Issue	Ideal	Realistic	Minimum
Must Have				
Nice to Have				

What Issues could be linked?





What are my offerings with the highest perceived value to them?	
Preparation Assessment	Preamble Check
1	
2	
3	