

Negotiation Worksheet

SUBJECT		COUNTERPART		DATE	
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OUR GOALS		COMMON GROUND	THEIR GOALS	
		OPTIONS		
OUR CRITERIA		<p>*REMEMBER*</p> <ol style="list-style-type: none"> 1. Are you talking to the Decision Maker? 2. Maintain positive relations 3. Share interests 4. Brainstorm options 5. Discuss implications 6. Be factual not emotional 7. Ignore Aggressive tactics & focus on Cooperation 	THEIR CRITERIA	
OUR NO AGREEMENT ALTERNATIVES (Including BATNA)			THEIR NO AGREEMENT ALTERNATIVES (Including BATNA)	
OUR TRADES & CONCESSIONS			THEIR TRADES & CONCESSIONS	