

# Planning Your Negotiation

What information do you need about the other side?

- 1.
- 2.
- 3.
- 4.

What are the issues or concerns?

Issue (prioritize)	Why is it important?	Settlement range?
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- |    |  |  |
|----|--|--|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

What do we want?

What do they want?

- |    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

Areas of agreement?

Areas of disagreement	Low	Moderate	High
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- |    |  |  |  |
|----|--|--|--|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Our BATNA:

Their BATNA

Possible concessions

- 1.
- 2.
- 3.
- 4.
- 5.