

The 7 Basic Steps to Principled Negotiation

notes

1. Interests

Are we likely to be quarreling about our positions, our demands?

Why do I want what I want? Am I sure?

Have I prioritized the issues that are important to me?

Am I confused about "where they are coming from"?

Have I failed to consider what I would want if I were in their shoes?

2. Options

Does the situation look as though someone must win, the other lose?

Is it possible that our interests are compatible?

Have we never engaged in joint brainstorming of possibilities?

3. Alternatives

Do I feel I *must* reach agreement? Do I assume they have to?

Do I feel that they are more powerful? That I am more powerful?

Have I fully explored my BATNA?

4. Legitimacy

Am I concerned that I may get ripped off?

Would it help to give them convincing arguments as to why my proposal is fair for them?

Will I have to explain to others why I agreed?

Will they?

Are there critics who are likely to go after one or both of us?

5. Communication

Are the messages I want to deliver clearly thought out?

Have I thought about how to speak in ways that will make them want to listen?

6. Relationship

Is our working relationship likely to be difficult?

Am I likely to be defensive or antagonistic with this person?

Could this negotiation ruin our relationship?

Is it difficult for me to talk about money?

7. Commitment

Am I clear on the kind of commitment I can realistically expect at the end of the negotiation?

Is the timing right?

Is there more to do, after we both say yes?

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