

THE PROMOTION: AGENDA SETTING

In-Negotiation Agenda

This worksheet is for you to take notes on and bring to your negotiation — it will help remind you of the key elements to your negotiation and keep you on track. As you continue to go through the website checklist, you will find additional items to add to it. I recommend printing this page out last. Below is a sample agenda - the last page has a template for you to fill out.

Checklist	Category	Your Notes!
(To check off while your negotiating) ✓	The Beginning	How are you going to start? Take a few minutes to think about who you will meet with. <i>Is it someone you've known for a while, is this your first time meeting?</i> I think getting into the conversation slowly is the best way to start, You want to make a personal connection with the person you're negotiating with. Start by talking about something you both have in common and work your way into the negotiation. The only exceptions to this would be if you have a very strict time crunch, or if you know the person you're meeting with is "all business."
✓	The Numbers	You don't have to write all your numbers here if you think the other party might be able to see this paper. I would definitely recommend writing down the minimum you are willing to accept, since that number is your hard line. You will not be accepting less than that & you will want to remember it.
✓	The BATNAS	List your top 3 -5 asks
✓	Counter Arguments	From your " <i>Turn the Tables</i> " section list write down your counterarguments to anything your boss might bring up.
✓	The Follow Up	Will you be meeting again? Are there any things you need to follow up on?
✓	Your Post Notes	Immediately after the negotiation, I recommend writing down your thoughts and feelings about the negotiation while it's still fresh. What things did you do well? What things do you want to work on? Did you get your ideal amount?



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	The Beginning	
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Checklist
Item
#1

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	The Follow Up	
	Your Post Negotiation Notes	

