

# Quick Checklist

## Tactical Negotiation Preparation



# Quick-Checklist **Tactical Negotiation Preparation**

<b>1. What are our interests?</b>	<b>✓</b>	
Our Interests? _____	<input type="checkbox"/>	
What is our priority: closing the deal or earning money? _____	<input type="checkbox"/>	
Their Interests? _____	<input type="checkbox"/>	
<b>2. Derived from this: Our negotiation targets / topics</b>	<b>✓</b>	
Walk away criteria (red line for this meeting) _____	<input type="checkbox"/>	
Realistic target (their BATNA) _____	<input type="checkbox"/>	
Our offer / already shown position / ideal outcome _____	<input type="checkbox"/>	
<b>3. Options / creative ideas for the negotiation</b>	<b>✓</b>	
„Sweeties“ _____ _____	„Bitter pills“ _____ _____	<input type="checkbox"/>
<b>4. Tactics</b>	<b>✓</b>	
Our anchor / first serve _____	<input type="checkbox"/>	
Our first move: Give and take _____	<input type="checkbox"/>	
<b>5. Persons / roles</b>	<b>✓</b>	
Negotiator _____	<input type="checkbox"/>	
Commander, Process observer _____	<input type="checkbox"/>	
Decision maker _____	<input type="checkbox"/>	