

Negotiation Planning Checklist

1. What is the basis for the negotiation and what is the status of the negotiation now?	
2. Have you established a neutral environment for conducting the negotiation?	
3. What is your real interest in this negotiation? If you have more than one interest, how would you prioritize them?	
4. Are there objective criteria you could use upon which to base your solution? What are they?	
5. What is your power base?	
6. What is your BATNA ¹ ? How can you strengthen it?	
7. What do you think is the other person's perspective of the purpose of the negotiation?	
8. What do you think is the basis for your opponent's position? If you think they have more than one interest, how would you prioritize them?	
9. What is the other person's power base?	
10. Is your counterpart likely to negotiate for a "win-win" solution? What is your plan to meet her negotiation style?	
11. What do you think her BATNA is?	
12. What is the limit of your counterpart's authority?	

1. Best Alternative to a Negotiated Agreement