

## Negotiation One Page Planner

<b>Our Objective</b>							
<b>Our Fallback</b>							
Negotiable Issues	Priorities		Limits			Their	Cost of concessions
	Us	Them	Like	Intend	Must	Target	
<ul style="list-style-type: none"> <li>Decide your objective and fallback</li> <li>Spare time to estimate objective and fallback of other party</li> <li>List negotiable issues</li> <li>Add any they may raise</li> <li>Evaluate hierarchy of priorities</li> <li>Estimate their priorities</li> </ul>			<ul style="list-style-type: none"> <li>Discuss and record               <ul style="list-style-type: none"> <li>The best you can hope for</li> <li>A satisfactory outcome</li> <li>A walk away point</li> </ul> </li> <li>Judge their targets</li> <li>Revisit the limits vs priorities               <ul style="list-style-type: none"> <li>Have more room to negotiate</li> <li>In lower priority areas</li> </ul> </li> <li>Compare their target vs your limits</li> </ul>			<ul style="list-style-type: none"> <li>As far is possible calculate the cash cost implication of a concession in each area</li> </ul>	