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About this Negotiating Worksheet

This worksheet is designed to help you understand the importance of negotiating. There are no set rules for how things should be and we need to be master persuading folks to get what we want. Here are some great tips from the book "Never Split the Difference: Negotiating As If Your Life Depended On It" by Chris Voss.

How to negotiate like a Pro

How can becoming a better negotiator help you?

What is the one thing that you would like to negotiate on to get a better outcome on?

What about negotiating makes you uncomfortable?

Disclaimer: This worksheet is for general self-awareness only. If you have a serious need, please contact a mental health professional.

What is the worst thing that can happen if your negotiation does not go well?

What will happen if you don't negotiate for yourself?

Act Like A Mirror

How can mirroring help you in negotiations?

How can implement mirroring in your negotiations?

What assumptions are you're making in your counterpart that would prevent mirroring?

Don't Feel Their Pain Label It

How can labeling helping you in negotiations?

What does your counterpart want? Why is what they want so important to them?

What are your counterparts desires? What are the objections or barriers from moving forward on a negotiation?

Beware "Yes", Master "No"

What does the first "No" mean in a negotiation?

How does using a question that gives a "no" response helpful?

What are some "no" questions that you can ask in your negotiations?

Think of a time when someone said "yes" to you and then later changed their mind. What are the reasons for that switch?

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Trigger The Two Words That Immediately Transform Any Negotiation

How is paraphrasing important to your negotiations?

How can you add the "effective pause" to your skill set?

Are you aware of people now when they say "You're right"? How can you get a "That's right"?

What is a summary?

Bend Their Reality

What is an anchor to help you in your next negotiation

How can the counterpart you're interacting with, be turned into a unofficial mentor?

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Give Your Counterpart The Control

How can you get the counterpart to come up with a solution that fits your needs?

How can you prevent using "why" questions?

What softening words can you use in your open ended questions?

How To Guarantee Execution

Who are the people "behind the table" that also need to be thought of in your negotiations?

What is the 7-38-55% rule?

How many times do you need the counterpart to reaffirm their agreement?

What pronouns should you look for in a negotiation?

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How can you use humor and humanity to break the ice or remove a roadblock in your upcoming negotiation?

Bargain Hard

What positive affirmation can you use to help you deal with punches from the other side?

What boundaries do you need in your upcoming negotiation?

What is your Ackerman plan?

Find The Black Swan

What is a potential leverage multiplier in your upcoming negotiation?

What is the other side's "religion"?

What is the common ground between you and your counterpart?

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Is there any bad information, constraints, or hidden desires to overcome the counterpart's irrationality?

How can you get face time with your counterpart?

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