**Prepare for Negotiation Worksheet**

In preparation for negotiating a solution fill out this table to put down your views and consider the other parties point of view.

|  | **Yours** | **Theirs** |
| --- | --- | --- |
| **Interests** What you care about and why you care about it. Go beyond how much money you want.  **Options** What are the ways to meet your interests? Are their creative solutions available? What options are undesirable?  **Strengths** Don’t underestimate yourself. Think of your comparative advantage and how you can use it to your benefit.  **Weaknesses** Be realistic with the weaknesses of your case and your ability to make it.  **Objective Information** What are the facts you can use to persuade the other side.  **Unknowns** What information are you missing? Can you get it before you start negotiating?  **Alternatives to a Negotiated Agreement** What are the alternatives to coming to an agreement at this time? What is the best/worst/most likely scenario?  **Relationship** History and desire/need for an ongoing relationship. |  |  |