



FREE PRINTABLE · SUCCESS PATH GURU

Negotiation Prep Sheet

Ten minutes on paper before a raise talk, a rent letter or a big purchase. Built on the four steps of Getting to Yes — plus the BATNA, your quiet source of power.

Golden rule: Soft on the person, hard on the problem. · *Insaan ke saath naram, masle ke saath sakht.*

PRINT ONE SHEET PER TALK · READ IT AGAIN JUST BEFORE

THE NIGHT BEFORE

This talk is about: _____ Date: _____

1 Positions & interests

Me	Them
What I'll ask for (position):	What they'll probably say:
Why I really want it (interests):	Why they might say it (their interests):

2 Fair standards I can show

- ☐ Pay scale / collective agreement / official table
- ☐ Market prices or job ads (at least 3)
- ☐ Law or official rule
- ☐ Expert or neutral third person

The facts I found:

3 Options where both can win

Write every idea. Judge later. Look for **differences** — time vs money, now vs later, cash vs security.

Best 2–3 to combine:

4 My BATNA & walk-away

If there is no deal, I will:

How real is it today? ☐ only an idea ☐ looked into it ☐ concrete offer in hand

I say a polite no at:

Yaad rakho: Doosra raasta kamzor hai to dhamki mat do — pehle use mazboot karo.

5 Phrases that work

Moment	Say
Opening	"Do you have a few minutes? I'd like us to find something that works for both of us."
Finding interests	"What matters most to you here?" · "Can you help me understand why?"
Sharing yours	"Here's why this is important to me..."
Ego rising	"Maybe I'm wrong, maybe you are — let's check what the standard says."
Stuck on one number	"What if we looked at it differently — part now, part later?"
"No budget" / "No"	"What would need to be true for this to be possible — and when?"
Pressure / fake deadline	"I don't decide money things on the spot. I'll answer by Friday."
Walking away kindly	"Thank you. Here's my number in case anything changes."
Closing	"Great — can we put that and the review date in writing?"

6 After the talk

Result: _____

Next step & date: _____

What I'll do better next time: _____

Free online: Negotiation Planner — successpathguru.com/negotiation-planner.html · Book summary: Getting to Yes — [/books/getting-to-yes.html](https://successpathguru.com/books/getting-to-yes.html)