

Preparing for a Negotiation *with Tara Mohr & Carrie Gallant*

Take some time to answer these negotiation preparation questions to set yourself up for success.

1. What outcome do I want in this situation? *(In an employment negotiation, you might consider what compensation, schedule, or title do you want? In a negotiation with a client, you might be considering factors like scope of work, timeline, or payment policy. What's important here is that you take time to identify what you want proactively - not in reaction to the other party or your assumptions about what's doable.)*

2. Why is this outcome important to me? We often don't stop to think about this, but identifying the "why" can help us see alternative ways to meet our underlying needs, and it can also help us stay motivated to negotiate!

3. What am I willing to be flexible about?

4. What am I **not** willing to compromise on?

5. What are different ways I can achieve the outcome I want, both within and outside of this opportunity? *(For example, if your desired outcome is higher compensation in order to afford great schools for your kids, here you'd brainstorm ways to achieve that, i.e: a raise, side consulting gigs, a new higher paying role. You might even brainstorm some creative ways to give your kids a great education without the higher price tag. If you know multiple ways you can get your needs met, you have more leverage and more options.)*

9. Who, in addition to myself, will benefit from my successful negotiation? (Women often do their best negotiating when they remember the negotiation will benefit others as well as themselves. How will your family or team benefit from your asking for what you really want and need, and getting it? Or, maybe by negotiating, you'll be providing an inspiring model for your friends or kids.)



Tara Mohr is an expert on women's leadership and wellbeing, and the author of [Playing Big](#). You can access her free *10 Rules for Brilliant Women Workbook* [here](#).



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