

Scorecard on Get What You Need

- Have I encountered a similar situation where I successfully negotiated and got what I wanted? If so, what worked well that time?
- When I negotiate, do I reflect on past outcomes and use what I learned to improve my approach in future negotiations?
- Am I comfortable sharing examples from my work experience to support my requests during negotiations?
- Do I recognize the other party's perspective and any previous experiences they may bring to the table that could affect the negotiation?
- Do I prepare thoroughly by researching relevant facts, data, and industry standards before asking for what I need?
- Am I clear on my goals and priorities, including which of my needs are essential and which are flexible?
- Have I practiced my communication skills, ensuring I can clearly and confidently articulate my requirements?
- Do I understand negotiation techniques, like active listening, reframing requests as mutual goals, and handling objections?
- Am I skilled at finding creative solutions or compromises that can benefit both sides in a negotiation?
- Do I feel confident in my knowledge and experience when I ask for what I need, or do I feel uncertain?
- Am I familiar with my company's policies, industry practices, or role expectations to back up my requests?
- Do I have the authority or decision-making power to negotiate in the current situation, or do I need support from others?
- Do I establish myself as a credible partner by building relationships and demonstrating my commitment to shared goals?
- Am I viewed as trustworthy and competent in my role, which can increase my bargaining power in negotiations?
- Do I consistently deliver on my promises, helping build trust and credibility with colleagues and partners?

- Am I honest and transparent about my needs, without exaggerating or minimizing my requirements?
- Do I listen carefully to the other party's concerns and show empathy, even if their needs differ from mine?
- Am I open to compromises and adjustments, or do I find myself pushing my agenda too strongly?
- Do I follow up on agreements made during negotiations, ensuring everyone remains aligned and satisfied with the outcome?