



## Getting to Yes Worksheet

Think of a negotiation you need or want to engage in then answer the following questions to help you prepare.

1. **People:** Who are the people involved in the negotiation?
2. **Problem:** How would you describe the issue at hand: just the problem without the people?
3. **Emotions:** How do you feel about this issue? Name your emotions: are you sad? Afraid (if so, of what)? Nervous? Excited? Etc.
4. **Interests:** Regardless of the position you may have chosen, what are your interests in this situation? What outcome are you trying to achieve? What does good look like and how would you know if you had it?
5. **Criteria:** What objective criteria are you using, or might you use, to make to support your negotiation?
6. **Options:** What options are there that you could explore that might produce mutual gain, a win-win?
7. **Your BATNA:** What are your alternatives if you can not negotiate a satisfactory agreement? Which one most closely serves your interests?

