

# Your Negotiation Readiness Index



*Describes Me Not At All*

1

2

3

4

*Describes Me Very Well*

5

6

\_\_\_\_\_ I carefully review mistakes I have made in the past to learn from them.

\_\_\_\_\_ I always devote substantial time to preparing for negotiations.

\_\_\_\_\_ I always make it a priority to really consider what specifics are or may be important to my counterpart and why.

\_\_\_\_\_ Part of my preparation involves developing questions to ask my counterpart, so I can fully understand his or her needs and situation.

\_\_\_\_\_ I always know the specific goals I want to achieve in each negotiation.

\_\_\_\_\_ I always document my negotiation goals in writing for myself.

\_\_\_\_\_ Before a negotiation, I spend time imagining all the different ways it could play out.

\_\_\_\_\_ I research objective standards that apply to the matters about which I am negotiating.

\_\_\_\_\_ I always find people to role play with me before negotiations that are important to me.

\_\_\_\_\_ I know my emotional buttons and have strategies for coping when they are pushed in a negotiation.

\_\_\_\_\_ I feel confident when I negotiate.

\_\_\_\_\_ After every negotiation, I itemize what I've achieved, what points remain open, and what questions I still have.

\_\_\_\_\_ Total