



WINNING NEGOTIATION TACTICS

THE ULTIMATE STRATEGY CHEATSHEET

#1

KNOW WHAT YOU WANT AND ASK FOR MORE

Visualize the ideal situation of what you want. A great technique is to add more to what you ask for, on top of what you want. This gives the other party some room to satisfy your demand. Research as well, what you are worth - this is your present market value.

#2

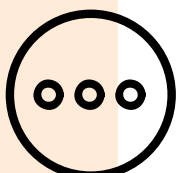
DO RESEARCH. WHAT DO THEY HAVE TO OFFER?

Know what the other side of the bargaining table have to offer you and what they want and might interest them in your offer. Do the research and make sure you're not leaving money or other resources on the table.

#3

KNOW WHEN TO WALK AWAY

Prepare your minimum acceptable offer, beforehand. In investing, this is called a stop loss. It's your bottom line of what you are willing to accept comfortably.



#4

BE CREATIVE. THIS IS THE ART OF THE DEAL

If you can't agree on exact money numbers, but you're close to a good deal, you can sweeten the deal from both sides. Be creative and think of things other than that you're willing to accept as compensation.

#5

USE YOUR BODY LANGUAGE, PACE AND TONE

Always remain polite in negotiations. Be in control of your emotions. Using your body language and the way you speak is proven to be ultra-effective in negotiations. Remain calm, subdue your reactions and keep the deal focused on the facts.

#6

GET IT IN WRITING

Get the verbal agreements and offers made to you in writing. If possible, get this before you leave the meeting. Get the offer and details in writing, so that you can review and reflect on them as well as discuss, before you sign.

#7

NEVER SIGN WITHOUT READING

Always read what you sign very carefully before placing your signature. Check that everything matches and that you understand it all. Ask questions if you don't.



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#8

TAKE YOUR TIME

Take your time to reflect on an offer. Call them back if you need. Never let yourself be pressured to sign before leaving the room.

#9

WHEN YOU GET WHAT YOU WANT, STOP...

... or ask for a little more. When you've got what you want in the bargain, finish up quickly. If you're bold enough, ask for a bit more. Do this because, you can talk someone right out of sealing the deal if you drone on.

#10

CREATE A WIN-WIN FOR EVERYONE

Negotiations are also communication. In dealing you can make or break rapport. When you create win-win situations, everybody walks away satisfied and people will want to do business with you in the future.