

MVP OF A NEGOTIATION

This tool guides you through the process of developing your **Minimal Viable Preparation (MVP)** for any future negotiation. Complex negotiations with many issues will require more than this.

Connect with me on LinkedIn if you'd like one-on-one negotiation coaching. For now, all you need before you start is to know your goal in the negotiation. Let's go!

1. IDENTIFY YOUR NEGOTIATION

What is your negotiation about? In other words, what are you negotiating for? (Examples: job offer, buying/selling a car or house, buying/selling a business or company, buying/selling a product or service). In the below example, a job offer situation is the focus.

2. IDENTIFY YOUR BATNA

Your BATNA (BEST Alternative to a Negotiated Agreement) is what you will DO or the **ACTION you will take if you cannot come to a negotiated agreement with the other party. Examples may include:**

- Staying on the job market
- Keeping your current job
- Going back to school
- Starting your own business
- Selling plasma (hey, you have options – they may not all be attractive!)

Now, identify and list your ALTERNATIVES for the negotiation you're preparing for. Think broadly and creatively. Don't dismiss any ideas. Write them all down. Your crazy idea today may become your BATNA a week or month from now. My alternatives include:

Which of the above alternatives is currently your BEST alternative to a negotiated agreement (i.e., your BATNA)? In other words, which of the above would best fulfill your needs and desires at the present moment?

On a scale of 1 (it's a dumpster fire) to 10 (I freakin' love my BATNA!), how attractive or strong is your BATNA? Your answer will tell you how much (or how little) power your BATNA may offer you in this situation. What made you give it that number?

3. IDENTIFY YOUR RESERVATION POINT (RP)

Your Reservation Point (RP) is the worst deal you could possibly take before it becomes necessary to claim your BATNA. In a Job Offer Negotiation, your RP might be the salary you earn in your current job.

What's the worst or lowest value deal that you'd be willing to take that is still better than your BATNA?

IMPORTANT: Your RP is there ONLY to keep you from making a bad deal. That's its purpose. End of story. Do NOT use it to help you get a better deal. That's what your Aspiration Point is for.

4. IDENTIFY YOUR ASPIRATION POINT (AP)

The purpose of your AP is to help you reach your goal(s) – to help you get a BETTER or higher value deal. Do NOT confuse it with your RP. Your RP and AP serve two distinct purposes. Your AP is the deal that would 1) make you ridiculously happy and 2) is still realistic (i.e., can this outcome actually be achieved?) and not optimistic (i.e., don't set a crazy aggressive, pie-in-the-sky AP).

5. What questions do you want to ask the other party about what they want out of the negotiation? What might their highest priorities be?

Don't hesitate to print and take this prep sheet with you to your negotiation. It will help you stick to your commitments to yourself. We live UP to what we write DOWN.