



Do Your Homework

The more you know about the other party, the better you will be able to approach the negotiation.

Ask for More

Ask for more than you originally want. This will give you some bargaining chips, or items you are willing to trade for what you really want, if you aren't lucky enough to get everything.

Keep Track of Incremental Progress

Keep the numbers in your favor. If they come down \$100, you come up \$75.

Listen

This will build trust and respect, and help avoid miscommunication that can arise.

Think Outside the Box

Think about less common solutions that can lead to a win-win scenario.

Create Win-Win Scenarios

It is easier to find a solution when both parties benefit from the outcome.



Be the First to Make an Offer

Wait for the other party to give the first offer. You are inherently at a disadvantage when you give the first number.

Assume Others Think Like You

Don't assume that what seems like a good idea to you will be a good idea to others. Know who you're dealing and try to speak their language.

Accept a Bad Deal

Don't accept a deal just to accept a deal. Negotiations can take more than one meeting. Don't settle for something that doesn't feel right.

Take Advantage of the Upper Hand

Don't be greedy. If you get a great deal, don't haggle for more than is necessary.

Be Afraid to Ask

You'll never get what you don't ask for. Be bold and ask for what you want.

Make Snap Decisions

Don't be afraid to ask for time to consider a deal. You do not have to make a decision in the moment.