

Advice on negotiating - notes from class, 030315

Due Thursday - add five more pieces of advice to your notes

1. Always ask for more than you are willing to settle for – Never take less either.
2. Never be modest about your estimate when you know it may take less time or energy.
3. Stay confident and be assertive.
4. Act prepared even when you are not.
5. Counter their argument directly – rebuttal their argument with the same idea.
6. You have to be able to compromise – When given something you must give.
7. State the facts – avoid emotions and opinions.
8. Sometimes emotions work.
9. Quit while you are ahead, don't try to take more – you may lose everything.
10. Avoid the old laundry list of complaints.
11. Stay focused, stay on topic