Tracking Sheet: Negotiation

The greatest challenge to a successful negotiation is failing to recognize that a situation allows for collaboration and bargaining. Over each day of the next week, focus each on recognizing and writing down situations that are opportunities for negotiation. Situations where you did negotiate/were an opportunity to negotiate:

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4 Tips for Successful Negotiation

1. **Listen**: In his book *Negotiation Boot Camp*, author Ed Brodow writes that when you listen:1
   - The other party feels respected
   - You build trust.

2. **Seek commonalities**: People who share interests and goals sometimes find it more difficult to disagree, so find things you have in common with the other person and talk about those.

3. **Acknowledge objections**: Always acknowledge—never ignore—the other party’s concerns, counter-offers, or objections, even you disagree. Your negotiation probably will end prematurely if he or she does not feel heard.

4. **Seek a win-win solution**: Finding a solution that gives both parties at least some of what they are seeking more likely will lead to a successful negotiation. Do not focus on what you want and forget about what the other party’s wants or needs.

5. **Slice a larger pie**: Rather than seeking a bigger slice of the pie than the other party, think outside the box so that you are negotiating with a larger pie where everyone gets a bigger slice. For example, when you ask for a raise, offer a new service that would generate more revenue for the practice and cover your extra salary, or even more!


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