

APPENDIX A

Negotiation Prep Worksheet

(Downloadable and PDF versions of this worksheet can be found at www.askforit.org.)

DECIDE WHAT YOU WANT

What is your ideal job?
When were you happiest in your work or at home? Why? How are things different now?
Is there something that you love but have stopped doing?
Whom do you admire or envy? Why?
Are you good at something that you never get to do?
What drives you crazy or could be better?

What will you regret if you never do?

What do you need to feel happy? Are any of these missing from your life?

Stimulating, challenging work

Likable colleagues

Feeling that you're part of a team—not isolated

Power and responsibility

Autonomy

Flexibility

Clear evidence that your work is respected

Freedom to be creative

Feeling that you're making a contribution/doing something worthwhile

Potential for widespread recognition—in your field or among the public at large

Opportunities to learn new things

Rewarding friendships

A stable, happy private life

Who are your role models?

What would you want if you were certain you could get it?

SHORT TERM GOALS

Personal

Financial

Athletic

Hobbies and free time
Self-improvement
Material
Philanthropic
Political
Just fun
LONG TERM GOALS
Personal
Financial
Athletic
Hobbies and free time
Self-improvement
Material
Philanthropic

Political
Just fun

FACTOR IN FAIRNESS

Are you being paid what you're worth?	Are you being given assignments that use all your talents?
Have you been promoted to the level you deserve?	Are you doing work commensurate with your abilities?
Does your title describe your level of responsibility and authority?	Do you feel recognized for the full scope of your contribution?
Are you progressing in your career at a brisk pace?	Are you doing more than your share of the household chores?

DO YOUR HOMEWORK

SIZE UP THE SITUATION
Number of issues
Number of parties
Nature of your relationship
Will the contract be binding?
Costs and benefits of delay

