



**S A V A G E**

MANAGEMENT LTD.

NEGOTIATION  
MASTERY CIRCLE™

NEGOTIATOR'S  
NOTEBOOK™

---

### **Negotiation Success Checklist by David B Savage**

#### **A. Getting Ready To Negotiate**

- 1) Understand that Negotiation starts when the relationship starts
- 2) Set your Intention and goals
- 3) Bring all your wisdom
- 4) Clarify your interests, vision and boundaries. Hunch their interest, vision and boundaries.
- 5) Prepare fully, evaluate, estimate and measure
- 6) Elect a constructive critic within your organization to pre-test the intended negotiation.
- 7) Understand that negotiation is with the other, within your organization and with yourself

#### **B. At The Table**

- 1) Be clear, authentic, present, mindful and heartfelt
- 2) Design the negotiation together (authority, resources, goals, timing, accountability...)
- 3) Bring a wide range of wisdoms, personalities and possibilities together
- 4) Make time to fully engage and to be face to face
- 5) Start the negotiation with connection, curiosity & understanding
- 6) Take great care to serve the other party's interests
- 7) Understand and address all affected parties and stakeholders Interests
- 8) Embrace conflict and diversity and positively engage the challengers
- 9) Listen for what is underneath
- 10) Be persistent
- 11) Explore together & with neutral experts
- 12) Create Larger Possibilities
- 13) Consider how the interests of your community, our world and our planet can be also met
- 14) Generate true and complete measures of success
- 15) Evaluate deal and create mutual accountabilities
- 16) Document the Deal

#### **C. After the Negotiation**

- 1) Call the appropriate resources to action to make the deal work for the parties
- 2) Follow through and recognize all results
- 3) Review what you learned, gained, lost and the status of the relationship
- 4) Reconnect with the other party(s) to review and improve the process and outcomes
- 5) Prepare for the next deal with this party and others
- 6) Set your goals higher with you, your organization, family, community, world and future as those to be served.
- 7) Understand that your negotiations are a complete circle, a relationship and not an event.

Working with professionals developing their negotiation mastery and leadership depth.

[www.savagemanage.com](http://www.savagemanage.com)