

# Master Negotiators Checklist # 1

*To become successful and outstanding at something,  
we don't have to come up with something new;  
we need only find ways of doing it better.*

Earl Nightingale

- Timing is everything
- Keep an open mind to the possibilities
- Always be willing to ask
- Virtually everything is negotiable
- Everybody is tuned into WIIFM
- Work toward a WIN-WIN situation
- Avoid boxing yourself in
- Do your research – get prepared
- Keep impeccable records
- Be willing to walk away (do it slowly)
- Use silence to your advantage
- Get it in writing

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