

AFNC Pre-Negotiation Worksheet		
	YOU	OPPOSITE
Position (What you want) Aspiration Point (The best you hope to get or achieve) Reservation Point (The least or worst you would take before you walk)		
Interests (Why you want what you want. What is the underlying reason why you're advocating for your position?)		
BATNA (Best Alternative to a Negotiated Agreement. If you walk away, what can you do on your own?)		
WATNA (Worst Alternative to a Negotiated Agreement. If you walk away, what could be the 2 nd , 3 rd order impact? What could go wrong?)		

ZOPA (Zone of Possible Agreement.)	
Agenda (Who talks first? What questions? What to cover? What order? Plan to Listen?)	

TRUST, INFORMATION, POWER, OPTIONS (TIPO)		
	YOU	OPPOSITE
Trust (Does it exist? Is trust building needed? If yes, consider the time needed to build trust?)		
Information (Who has more? Why might it be important to hear the other person's perspective? Should you share? Should you talk, listen, or both?)		
Power (Power Over or Power With? Who has the power? What is your tendency?)		
Options(s) (What options should be considered? Pursuing one/many? Is mutual gain possible? Will you push your option / consider theirs? Time constraints? Could listening help build options/trust?)		