

Top 21 Negotiation Tips

Negotiation is a skill. In order to get better at negotiating, you have to negotiate. Use these tips to help you in your next negotiation. Check out the blog, negotiatethis.org, for more tips!

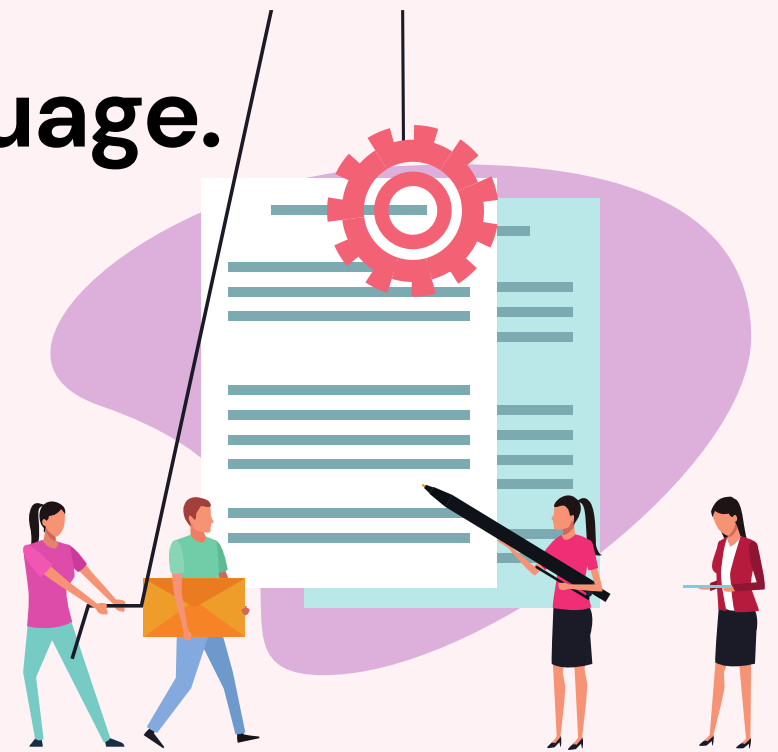
Do market research.

Be sure to look at market research factors such as experience, location, company size, etc.



Use “we” language.

Using “we” language allows you to shape the conversation to show that the outcome will benefit both parties.



Get comfortable feeling uncomfortable.

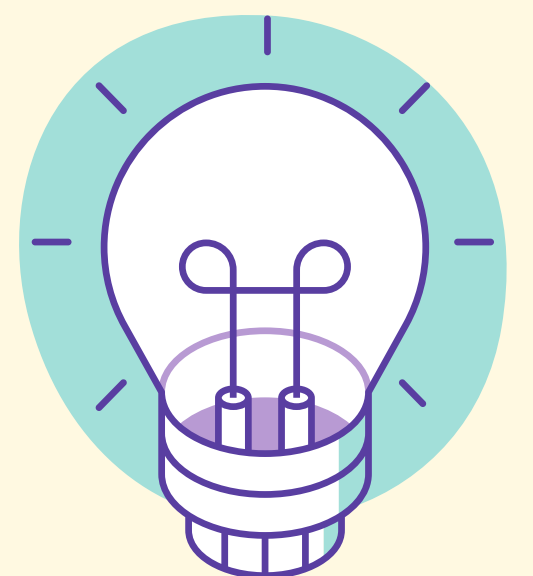
Prepare, practice and embrace the nerves.



Keep track of “work wins”.

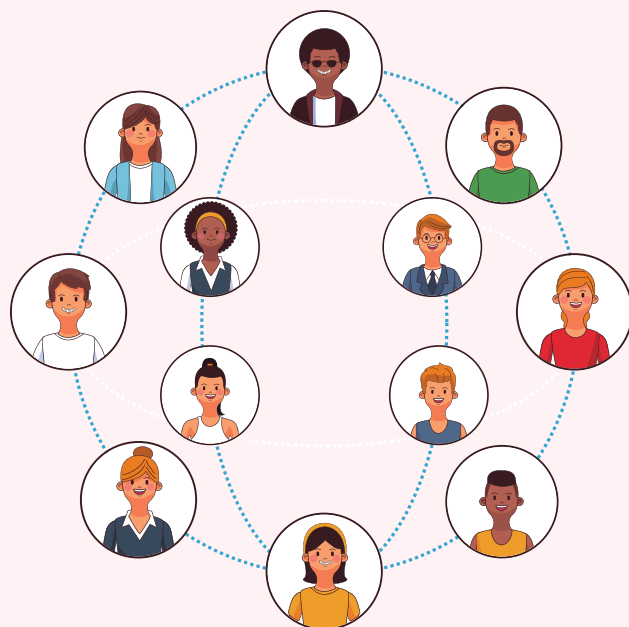
Keep track of positive results, feedback, and improvements you’ve contributed.

When you're asked how you add value and why you are worthy of more \$, you will have a relevant list ready.



Know how much your colleagues make.

Ask them.



Refrain from disclosing previous earnings.

It's illegal in many states and cities to ask this. It has always been unethical.



Quantify your contributions.

Knowing the value you add and being able to quantify it is a powerful component within a negotiation. Numbers speak.



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Share your work contributions.

Your boss likely does not already know your contributions.



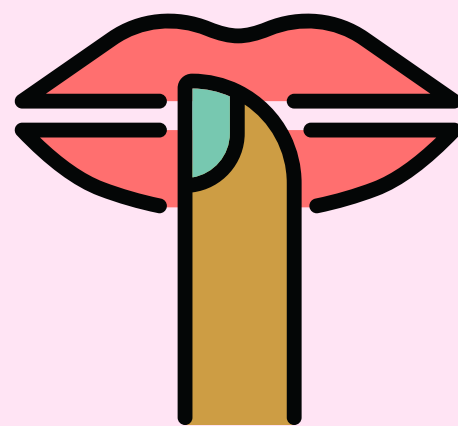
Have alternatives ready.

If they can't meet you monetarily, what other items can you negotiate? Have a list of alternatives ready.



Silence is your friend.

Allowing for silence and taking time to pause can be advantageous in a negotiation. Silence speaks.



Be unapologetic.

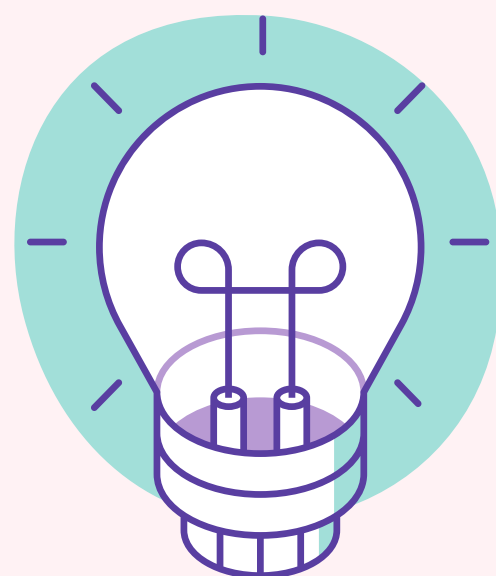
It can feel like you're asking someone for a favor when you're negotiating. You're not. You're asking for money that you deserve.

No apologies, no sorries.



Eliminate "I think" from your ask.

You don't THINK you need a raise, you KNOW you need a raise.



Set a high "anchor" offer.

Your first high offer deters the other party from setting a low anchor.



Prepare your manager a few months before review time.

Do this so they can review your ask and advocate on your behalf. This way, employers can plan for budgeting with your increased allotment.



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Don't be discouraged by resistance. Expect it.

Don't take it personally. Be ready for it.



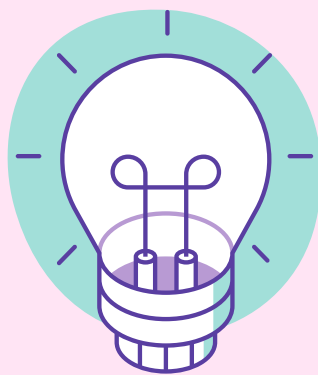
See it from their perspective.

Look at the negotiation from your collaborator's viewpoint. What do they value? How do you add value? Point these out during your negotiation.



Show your boss what's in it for them.

You are answering the question from your employer, "What's in it for me?" Identify this for them.



Have your 3 numbers ready

1. Your asking price
2. The price you want
3. Your lowest accepted price



Be specific with what you want.

Make a strong case for why you deserve it.



Aim higher.

Don't undervalue yourself. Ask around to know how high you can aim, it's usually higher than you think.



Be willing to walk away.

If they won't pay you your lowest accepted offer, that's when you walk away. Prepare for it.

