

The L.A.T.T.E. Negotiation Prep Sheet

Preparation is most of the negotiation. Fill this out before the conversation, not during it.

L LOOK AT THE DETAILS

Gather the facts: your documented results, the market range for your role, the stakes, and who holds power in the room. Anchor your ask to evidence, not to nerves.

MY DOCUMENTED WINS

THE MARKET RANGE FOR MY ROLE

A ANTICIPATE THE CHALLENGES

Name the objections you expect and plan a response to each. Pushback you have already rehearsed cannot rattle you.

OBJECTION I EXPECT

MY PLANNED RESPONSE

T THINK ABOUT YOUR WALK-AWAY POINT

Decide three numbers before you walk in. When you have not set your floor in advance, the room sets it for you, usually downward.

TARGET

The number I actually want

ACCEPTABLE

Yes, without resentment

WALK-AWAY

Below this, the answer is no

T TALK IT THROUGH

Execute the conversation. State your ask plainly, then stop talking. The conviction comes from the preparation above, not from a clever line.

MY OPENING LINE

E EVALUATE

Afterward, reflect on what you would do differently, and put the outcome in writing. Send the written follow-up within 24 hours.

WHAT I WILL CONFIRM IN WRITING

You do not have to announce your walk-away point. You just have to know it.