

# Getting to Yes

by Roger Fisher, William Ury, Bruce Patton

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Rewrite a demand as an interest**

Take one current demand, then write three reasons it matters. Bring the reasons into the conversation before defending the demand.

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<sup>02</sup> **Create a fairness standard list**

Before your next negotiation, gather two or three external standards: market data, policy, precedent, expert advice, or written criteria.

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<sup>03</sup> **Generate three packages before choosing**

Do not debate the first solution. Draft three possible packages that trade timing, scope, price, responsibility, or review points.

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<sup>04</sup> **Name the people problem separately**

Write one sentence that protects dignity: 'I want to solve this without turning it into a personal contest.' Use it when tension rises.

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<sup>05</sup> **Define your BATNA and walk-away line**

Clarify your best alternative, your minimum acceptable outcome, and the next step you will take if no agreement is reached.