

Negotiation Hacks

by Simon Rycraft

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

01 Write your walk-away line

Before your next negotiation, define the minimum acceptable outcome and the exact sentence you will use if the deal drops below it.

MON TUE WED THU FRI SAT SUN

02 Build a three-variable offer

Turn one ask into three tradeable pieces: price, timing, and scope. Decide what you can trade cheaply and what must stay protected.

MON TUE WED THU FRI SAT SUN

03 Ask the hidden-pressure question

Use one question before making a concession: What constraint on your side is making this the hard part?

MON TUE WED THU FRI SAT SUN

04 Rehearse the pause

Practice staying silent for five seconds after an offer, objection, or no. Let the room produce information before you fill it.

MON TUE WED THU FRI SAT SUN

05 Trade only with receipts

For every concession you make, name what changes in return: shorter timeline, smaller scope, upfront payment, or a clearer next step.