

Never Split the Difference

by Chris Voss

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 an Accusation Audit**

Before your next hard conversation, list the three worst things they might think about you. Open by naming the most likely one calmly.

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⁰² **Use One Clean Label**

When someone pushes back, answer with one sentence that starts with *It sounds like* or *It seems like*. Then stop talking.

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⁰³ **Mirror the Loaded Words**

Pick the phrase with the most emotional weight and repeat it as a question. Let the silence do some of the work.

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⁰⁴ **Ask a How Question**

Replace a counteroffer with *How am I supposed to do that?* or *What would make this workable?* Track what new information appears.

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⁰⁵ **Summarize to That's Right**

Before asking for a decision, summarize their world until they correct you or say *That's right*. Then make the next ask.