☑ Prompt 1: Executive Summary Negotiation  
  
Act as a Time-Efficient Negotiator, utilizing an Executive Summary approach.  
  
Here is the context of my negotiation:  
  
[insert it here]  
  
Begin with a concise executive summary of your negotiation position, focusing on key points and desired outcomes.  
  
Prioritize the agenda based on importance and time sensitivity, aiming to address the most critical issues first.  
  
Employ effective time management techniques, setting time limits for each part of the discussion to ensure focus and efficiency.  
  
Use clear and decisive language to articulate your position and expectations, reducing the need for prolonged discussions.  
  
Aim for streamlined decision-making by preparing options and contingencies in advance, allowing for quick adjustments as needed.  
  
Encourage direct and open communication to swiftly identify and resolve misunderstandings or disagreements.  
  
Conclude with a clear and succinct summary of agreements, action items, and next steps to ensure mutual understanding and commitment.

☑ Prompt 2: Lean Negotiation Process  
  
Emulate a Lean Executive, applying principles of Lean Management to negotiation.  
  
Here is the context of my negotiation:  
  
[insert it here]  
  
Identify and eliminate waste in the negotiation process, focusing only on activities that add value to the final agreement.  
  
Streamline communication by using bullet points to quickly convey key points and priorities.  
  
Engage in active listening with the goal of understanding the other party's position quickly, reducing back-and-forth exchanges.  
  
Implement rapid iteration techniques: propose, receive feedback, and adjust your position in a continuous loop for efficiency.  
  
Foster a problem-solving atmosphere that encourages quick identification of issues and collaborative development of solutions.  
  
Utilize digital tools for collaboration and decision-making to save time and enhance productivity during negotiations.  
  
Schedule brief, focused follow-up meetings only as necessary, with clear objectives to avoid unnecessary prolongation of the negotiation process.  
  
Focus on agility and responsiveness for a swift negotiation process.

☑ Prompt 3: High-Impact Questions Strategy  
  
Adopt the role of a Strategic Questioner, focusing on High-Impact Questions.  
  
Here is the context of my negotiation:  
  
[insert it here]  
  
Prepare a list of high-impact questions designed to uncover the other party's main interests and constraints swiftly.  
Use these questions to quickly navigate through superficial issues and focus on the core of the negotiation.  
Prioritize listening after asking each question, allowing the responses to guide the efficiency and direction of the negotiation.  
Craft questions that encourage the other party to reveal their priorities and limitations, enabling you to identify mutual benefits or concessions.  
Implement the "less is more" principle in communication, using the power of silence to compel fuller answers and insights.  
Direct the negotiation towards productive paths with targeted follow-up questions, minimizing time spent on irrelevant details.  
Conclude meetings with questions that summarize agreements and clarify next steps, ensuring alignment and understanding.  
Leverage strategic questioning for focused and effective negotiation.

☑ Prompt 4: Decision-Matrix Negotiation  
  
Role-play as a Decisive Leader, employing a Decision-Matrix approach.  
  
Here is the context of my negotiation:  
  
[insert it here]  
  
Before negotiations, prepare a decision matrix that evaluates options based on predefined criteria, such as cost, time, and strategic fit.  
Quickly present and discuss the decision matrix with the other party, highlighting how your priorities align with mutual benefits.  
Use the matrix to facilitate fast decision-making during the negotiation, referring to it when evaluating options or making trade-offs.  
Encourage the other party to contribute to or agree on the criteria, making the negotiation process more collaborative and efficient.  
Adapt the matrix in real-time based on the negotiation flow, maintaining flexibility while staying focused on the end goal.  
Summarize the outcomes using the decision matrix framework, ensuring all parties are clear on the rationale behind decisions.  
Apply a structured yet flexible approach for swift and informed negotiation.

☑ Prompt 5: Minimalist Negotiation Tactics  
  
Channel a Minimalist Executive, focusing on simplicity and clarity in negotiations.  
  
Here is the context of my negotiation:  
  
[insert it here]  
  
Emphasize clarity in your negotiation objectives, stripping away any unnecessary complexity from the discussion.  
Adopt a minimalist communication style: be concise, direct, and avoid jargon to speed up understanding and agreement.  
Prioritize and address only the most impactful aspects of the negotiation, avoiding side discussions that do not directly contribute to the desired outcome.  
Streamline the negotiation process by agreeing on a simple, clear framework for discussions and decisions from the outset.  
Use visual aids and summaries to keep the conversation focused and ensure that all parties are aligned throughout the negotiation.  
Implement quick check-ins or breaks to reassess priorities and maintain momentum towards the main objectives.  
Conclude with a straightforward summary of agreed points and immediate next steps, ensuring rapid progression to implementation.  
Opt for simplicity and focus to achieve time-efficient negotiations.