

Negotiation Strategy Builder

Develop your negotiation approach for problematic contract terms. Use these strategies to protect your interests while maintaining a professional relationship.



Key Negotiation Tactics

BATNA

Know your Best Alternative To a Negotiated Agreement. What's your walk-away option?

Ask "Why"

Understand the reason behind each term. It may reveal flexibility.

Trade-offs

Offer something in exchange for what you want removed or changed.

Get It in Writing

Any verbal agreement must be documented in the contract.

Take Time

"I need to think about this" is always acceptable.

Walk Away

Be prepared to decline. Another option usually exists.

Scenario 1: Gym Membership Auto-Renewal

"Membership automatically renews for 12 months unless written cancellation is received at corporate headquarters 60 days prior to renewal date. \$150 early termination fee applies."

What specifically do you want changed?

e.g., Reduce notice period to 30 days, remove or reduce termination fee, allow email cancellation...

Your BATNA (Alternative Option)

e.g., Join competitor gym, month-to-month membership elsewhere...

What can you offer in exchange?

e.g., Longer initial commitment, referral of friends, pre-payment...

Your Opening Statement

Write how you would start this negotiation...

Sample Script

You: "I'm interested in joining, but I have concerns about the cancellation terms. Can you help me understand why 60 days notice is required?"

Them: [Listen to their reason]

You: "I understand your position. Would you be willing to reduce that to 30 days if I commit to a 12-month initial term instead of month-to-month?"

Scenario 2: Apartment Security Deposit

"Landlord may retain any portion of security deposit for cleaning, repairs, painting, carpet replacement, and any other costs deemed necessary. Itemized statement provided within 90 days."

What specifically do you want changed?

e.g., Remove 'any other costs,' exclude normal wear and tear, reduce return timeline to 30 days...

Your BATNA (Alternative Option)

e.g., Other available apartments, current housing...

What can you offer in exchange?

e.g., Excellent references, longer lease term, upfront payment...

Your Opening Statement

Write how you would start this negotiation...

Scenario 3: Your Own Situation

Contract Type

Select type...



Problematic Term

Describe the specific clause or term you want to negotiate...

What specifically do you want changed?

Be specific about your desired outcome...

Your BATNA

Your alternative if negotiation fails...

Trade-off Offer

What can you offer in exchange?

Your Complete Negotiation Script

Write your full approach from opening to close...

✓ Pre-Negotiation Checklist

- I've read and understood the entire contract
- I've identified all problematic terms
- I know my BATNA (alternative option)
- I've researched comparable contracts/offers
- I've prepared my opening statement
- I know my "walk away" point
- I have trade-offs to offer
- I'm prepared to get changes in writing