

Negotiation Checklist (AvgPay)

Pre-call:

- Define floor, target, and stretch numbers.
- Prepare 3 impact stories tied to business outcomes.
- Choose your opening line and anchor statement.

During call:

- Confirm enthusiasm and alignment first.
- State range clearly and pause.
- Ask clarifying questions before countering.

After call:

- Send written recap with agreed next steps.
- Set decision date and follow-up owner.
- Keep all communication concise and factual.