



Get More of What You Want

Effective Negotiation Success Tips



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7 Tips for Negotiating a Raise During Your Annual Review

It's that time again. Are you ready? Most people look at their annual review with about as much anticipation as one would a root canal. No one truly enjoys the recital of the year's successes, or worse, the failures.

The worst part? The part of the conversation where money becomes the focal point of the discussion. In fact, more people dread this aspect of the review so much that they'll take whatever is offered by way of raise without so much as a murmur.

While you're certainly being agreeable enough, did you know you might be leaving money on the table? In fact, your annual review is the perfect place to negotiate a raise, setting yourself up for a significant earnings increase.

Here's how to do it:

Document Everything

Your preparation for this moment should have started in the days following your last annual review. If you've done your homework, you've kept a record of what work you've accomplished, and all projects you've been part of, along with a list of your personal contributions to each. Weren't quite prepared enough? Sit down and recreate as much of this material as you can in the days leading up to your review (and remember to start documenting for next year immediately afterward).

Know the Numbers

How much are others in your position earning, keeping in mind your experience and what part of the country you live in? Don't know? Find out online. Knowledge is power.

Keep Your Ear to the Ground

How are other people's reviews going? Listen for word about whether the expected raises were more or less for this year.

What is Your Dollar Amount?

Using the information you have now, have a figure in mind going into the meeting. What amount would you *like* to see for the coming year?

Hold Your Ground

Once you're in the meeting, don't be afraid to use the information you've brought to the table to make your case. No matter what, don't be combative, belligerent, emotional, or otherwise negative in your approach. Simply state the facts and go from there.

Ask for a Plan

Still got a 'no'? Talk to your employer about what needs to happen to gain the desired level of salary. Make a timeline and ask for another review somewhere down the road to revisit the issue after you've made those changes.

Make it Official

Once you have a plan in place (or better yet, a promise of a raise) make sure you have the details in writing. This doesn't have to be some long official document. Even a quick memo sent to HR and your boss should suffice. Make sure to include any details that came out in the discussion.

7 Tips for Overcoming Your Fear of Negotiating Your Salary

It's time for your annual review. Are you ready?

Even the bravest of us has issues when it comes time to talk salary. Negotiating takes a certain amount of courage, to begin with. It involves putting yourself out there and risking rejection. When you're talking take-home pay, the whole idea of trying to talk your way to a better salary can be downright terrifying.

Thankfully it doesn't have to be that way. Read on to discover some tips on how to confront your fears and get the salary you deserve.

Know Your Value

Before you even go into the meeting, you should have a clear idea of one crucial thing: What's the average pay for people in your position? You can research comparable salaries online. Be sure to memorize those figures as they'll be necessary.

Look at This as a Give and Take

The biggest mistake people make is in thinking they need to do all the talking. In truth, you'll get a lot further by first listening to what the other person has to say. From there, it's time for a conversation, where you each take turns speaking thoughtfully and respectfully.

Go Deep

Be careful about the questions you ask. They should never be things easily answered with a yes/no. Aim for open-ended questions, which will provide you with the information you need regarding how far you can take the negotiation.

Keep Things on a Friendly Level

This isn't a combat situation. Be confident, respectful, and sure of yourself. Have some idea going in what's important. For example, is this negotiation all about the money, or do you have other goals? No matter what's at stake, keep things upbeat and reverent.

Expect 'No'

Have a backup plan if things go south. Even if your boss won't budge on salary, you still might be in a position to negotiate for something else, like benefits. A solid plan will keep you from floundering if the worst should happen.

Practice

Still nervous? Rehearse the conversation with a friend in a variety of scenarios.

Know When to Walk

In the end, it might be this isn't the best fit. Rather than make concessions you'll regret later, give yourself permission to leave if you feel you are being taken advantage of.

In the end, the key to any negotiation starts with self-assurance, both in yourself and your abilities. By taking time to think beforehand how you would like to go about negotiating for what you deserve, you'll find you feel more ready to face the challenge, and more confident of the outcome even before you begin.

6 Tactics to Negotiate the Best Deal Possible

Nothing is absolute. When it comes to getting what you want, whether it's the deal you're trying to close or the car you're buying, nothing is set in stone. You really can negotiate just about everything.

Think about that a minute. You don't have to pay the price listed whether you're in a store shopping or talking to a vendor at a flea market. In fact, with the right tactics, you can negotiate the best deal possible, no matter where you are.

Here are some tips to get you started:

Never Bother the Salesperson

To negotiate, you need to start with whoever is at the top. This means asking to speak to the store owner or the manager. The person in charge is the only one with the power to give you what you want. There's no point in wasting time with anyone who doesn't have the power to make a decision.

Put on Your Game Face

If you're gushing about the product, you've already lost any power you might have had in the negotiation. A good poker face is essential. Never let on just how important something is to you.

Let Them Bid First

Negotiating is a game of back and forth. The trick? Never be the one to make the first move. Let them offer the opening price before making your offer. Then once you've put in your bid, wait for them to respond with a counteroffer before bidding again. Why? If you make the first bid, you might inadvertently start at a higher price than they were considering. Also, by taking turns, you never wind up bidding against yourself, a tactic guaranteed to end in failure.

Lighten Up

Laugh. Smile. Keep things from getting too serious. Good negotiation happens when everyone is relaxed and enjoying themselves. This also has the benefit of keeping you from appearing too serious. If they think you're not interested, they might offer up a better deal.

Try Email

Negotiating through another medium such as email slows down the process considerably and gives you time to really think about what you're doing. It also provides a detailed record of the entire negotiation, so everyone is clear on the expectations and what the parameters of the final deal are.

Find a Training Ground

Wanting to negotiate something big and important like the purchase of a house or car? Spend some time practicing the art of negotiation. Flea markets, garage sales, and farmer's markets are all great places to hone your skills. While there, watch how other people do it for additional insight.

In the end, you'll be amazed at just how easy it is to learn how to negotiate to get what you want. With a little practice, you'll be surprised at just how far you can go!

6 Steps to Negotiating Your Salary Like a Boss

Think back to the last job you got. What happened when they offered you the position?

If you took the salary offered, don't feel bad. Approximately 60% of the population does (with the numbers higher if you happen to be a woman). What most people don't realize is just how much leeway there can be in the amount they're offered. In fact, most people who put themselves out there will actually gain a higher salary than initially offered. Some statistics state as much as \$5,000 more a year!

With facts like that, learning how to negotiate a higher salary becomes crucial. Try these steps the next time you're in this position, whether taking a new job or trying for a higher raise during your annual review.

Know the Base Pay Going In

If you're not sure how much the position is typically worth, how are you going to know if you're being offered a fair salary? Do online research before you even go into the interview. Have some idea what is typically paid for people in this position.

Consider the Extras

It might be you're not looking for more money so much as you'd like to see other bonuses such as extra days off, a better insurance package, or other benefits. Decide before you even start negotiations what perks are essential to you.

Try Outside Help

If you're looking for a new employer, using a recruiter or headhunter might help you to gain a better salary range than you would on your own. They can also give

you an idea of your value if you're looking to renegotiate your salary where you are now.

What About Your Past Performances?

When talking salary, discussing your accomplishments reminds the potential employer of your value. This can be tricky to navigate, as most people don't want to sound like they're boasting. On the other hand, too much modesty won't get you where you want to go either. Aim for somewhere in the middle for the best success.

Play Hardball

If you feel like you're being severely undervalued, there comes a time when you need to stick up for yourself. Let the employer know you won't do it for less than [insert specific amount you can live with.] If your skillset is particularly valuable, you'd be surprised at how often this works, or at least opens the door for further negotiation.

Use the Bottom Line

How have you saved the company money in the past, or increased sales? Money talks. Details like this go a long way toward reminding the employer of your value.

3 Irrational Reasons Why We Don't Negotiate

Why is it so hard to ask for what we want?

We see other people do it all the time. Someone else gets a better deal on a car or really nails that raise. Life looks good for everyone else, while we're the ones who seem to be going nowhere fast.

Why is this? Is everyone else just better at negotiating?

The reality is, if you're not getting what you want, you're probably not asking. In fact, about 2/3 of the population will not negotiate in a given situation, though it's not for the reason you think. It isn't opportunity holding you back, it's fear. But can we truly be blamed? Fear can be a powerful motivator.

Let's look at some of the irrational reasons why we don't negotiate.

"I might be rejected."

No one likes to hear "no." In fact, it's such a strong dislike, people will go way out of their way to avoid this kind of response. It's why people break out in a cold sweat when they think about proposing to their special someone or would rather do just about anything to avoid asking for a favor. In the world of negotiation, this can be especially daunting because a 'no' here means you don't get what you're angling for. How do you get past this? Tell yourself it's okay to hear 'no.' You won't get what you want if you don't ask, so you've got nothing to lose.

"What will they think of me?"

Afraid you're going to look bad if you ask? Our image is everything. Not wanting to look miserly or too much like you're taking unfair advantage are reasonable worries. On the other hand, we tend to be our own harshest critics. Will the other

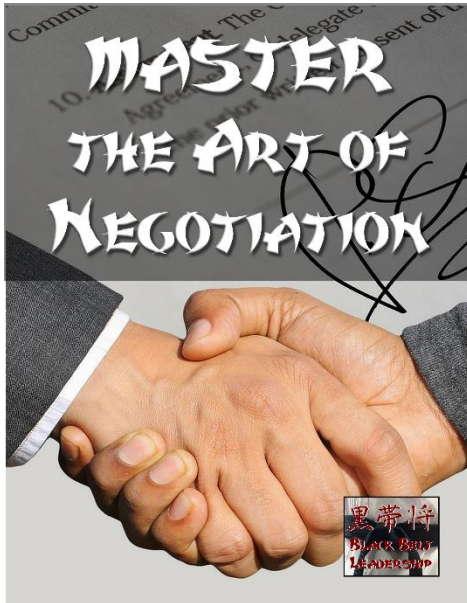
person really look at you differently for asking? A salesman isn't going to think twice about your asking, and your boss may respect you more for having the guts to ask. In the end, the more important question is, what will *you* think of you if you *don't* ask?

“What if I screw this up?”

Nothing makes us kick ourselves more than the idea of losing an opportunity. On the other hand, if you don't ask, you might be missing out on an even better opportunity.

While these fears are irrational, there is some truth to the idea you need to think before you speak. Paying attention to who you're dealing with should give you a feel for when to throw caution to the wind. In the end, even a missed opportunity isn't the end of the world. There are always new things around the corner. Don't let fear rule your life. You're really braver than you think.

Want to Learn More?



Master the Art of Negotiation is our deep-dive into understanding how to become a more effective and successful negotiator. Nearly every day, we bargain with family, friends, neighbors, coworkers, vendors, and even our employers.

To get more of what we want, it is imperative we learn how to be more effective as a speaker, listener, and collaborator. And the good news is that you don't have to be born a highly persuasive person to become an effective negotiator.

Negotiating is a skill set you can learn to MASTER.

If you're interested in improving your negotiation skills, learning to be better at the negotiating table, this course is for you.

2 eBooks

9 Video Training Sessions

9 Downloadable Audio Files

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