To influence others, you can draw from a broad set of strategies to emphasize how your specific situation affects success. Think about a situation in the near future when you will need to influence someone. Use the following questions to form a plan:

- Who are you attempting to influence? What position does that person occupy relative to yours?
- What is the situation? Why do you have this task? How much support do you need?
- Why do you need this person’s support for your idea?
- What do you want the outcome of your influence session to be?
- What benefits do you and the person you want to influence receive if you handle the situation well?
- What will it cost you and the person you want to influence to deal effectively with the situation?
- What tactics can you use?
- What setting will be the best?
- How can you establish rapport?
- What responses do you anticipate? What might the person say?
- How can you use additional influence to reply, if necessary?
- What mutual points of agreement can you use?
- How can you ensure that you end on a positive note no matter what the outcome?