There is no secret to good negotiations. It’s hard work and requires skills and practice. There are a few tools and tactics you can try. The best way to get experience with any of these before a business negotiation is to role-play the scenario with someone or go to a bazaar or other market where negotiating is expected.

- Break the negotiation into parts.
- Assume an “I’m only asking for what’s fair” approach.
- Take control.
- Assume a “Getting to Yes” approach.
- Prioritize, prioritize, prioritize.
- Assume an “Offer concession” approach.
- Find small points of agreement and end on a positive note.
- Question, don’t demand.
- Drown them in data.
- Practice dealing with ultimatums.
- Present facts, not feelings.