

# WIN-WIN, MY NEEDS/YOUR NEEDS

## GUIDELINES FOR CREATING WIN-WIN SITUATIONS

- ☐ Choose neutral territory for a meeting.
- ☐ Don't lie or exaggerate; build trust from the start.
- ☐ Use good nonverbal communication: make eye contact, use a nonthreatening posture, and stay focused.
- ☐ Try to find common ground.
- ☐ Be open-minded about other suggestions.
- ☐ Focus on the things that are most important to you, and try to determine the things that are most important to the other person.
- ☐ Stay in the present; avoid bringing up past arguments.
- ☐ Set a time frame that both of you agree on.
- ☐ Commit to a solution, and don't go back.

## MY NEEDS/YOUR NEEDS

What is the problem? \_\_\_\_\_

What do both sides stand to lose? \_\_\_\_\_

What does person A want? Why? \_\_\_\_\_

What does person B want? Why? \_\_\_\_\_

What does person A need? \_\_\_\_\_

What does person B need? \_\_\_\_\_

Other factors for person A? \* \_\_\_\_\_

\_\_\_\_\_

Other factors for person B? \* \_\_\_\_\_

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*\* Other factors that motivate people include a need to be in control, a need for money, a need to feel recognized or loved, etc.*