

1. If you deviate from a procedure ...	a. ... you can be flexible.
2. If a decision is mutually-acceptable , ...	b. ... you make a concession.
3. If you impose something on someone, ...	c. ... you don't give them a choice.
4. A framework is ...	d. ... you have a break from the negotiation.
5. If you set the agenda ...	e. ... you give something in return for something from the other party.
6. Probing questions ...	f. ... you move away from it.
7. If you have room for manoeuvre , ...	g. ... simpler than a structured agenda.
8. If you challenge a statement, ...	h. ... you make it impossible for them to find a way out.
9. If you trade concessions , ...	i. ... you finalise all the remaining small details.
10. If you back down , ...	j. ... you force the other person to justify it.
11. If you back somebody into a corner , ...	k. ... both sides are happy with it.
12. If you give some ground , ...	l. ... is something that could cause the negotiation to fail.
13. A sticking point ...	m. ... are attempts to discover hidden details.
14. If you take a time-out , ...	n. ... you accept that you cannot get all you want.
15. If you clinch the deal , ...	o. ... your actions determine how the rest of the meeting will run.
16. If you tie up loose ends , ...	p. ... you reach an agreement.