

# PUTTING ANCHORING & MINDFULNESS TO WORK

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Excerpt from Chapter 3 of  
**NEGOTIATING AT WORK**  
Turning small wins into big gains

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**01** Focus on people's concerns, not their positions

**02** Develop a repertoire of creative options for problem solving

- ▶ Trade on time
- ▶ Contingency agreements
- ▶ Other currencies
- ▶ Bridging solutions

**03** Anchor negotiations with solutions to avoid a focus on the problem

**04** Prepare to be mindful: open to new information and perspectives:

- ▶ What organizational and relational interests matter beyond those directly related to the issue at hand?
- ▶ What are the five good reasons he has for saying no to your proposal?

**05** Prepare options, but be open to new solutions