

**Recipe for Success  
2015 Negotiation Class  
University of Missouri School of Law**

The following ingredients are not necessarily listed in the order of importance.

**Major Ingredients**

**self-awareness**  
**preparation (“preheat the oven”)**  
**politeness (be “palatable”)**  
**respect**  
**curiosity and active listening**  
**compassion for clients, who are people, not cases**  
**empathy and understanding the other side’s perspective**  
**patience**  
**flexibility**  
**creativity**  
**humor**  
**reflection to learn from experience**

**Additional Ingredients**

**General Mindset**

focusing on the task and clearing your mind of other thoughts  
dedication and good work ethic  
starting as early as possible  
legal knowledge and knowledge of facts of your case  
understanding your strengths and weaknesses  
getting to know your counterpart  
preparing for the worst and hoping for the best  
setting goals and strategy  
efficiency through organization and prioritization  
desire to reach agreement (but being prepared to walk away)  
metaphorical sticks to stir things up as needed  
attention to detail  
determination  
confidence  
assertiveness  
humility  
improvisation  
perseverance  
endurance  
taking (bathroom) breaks when needed  
willingness to take risks

acting like you don't care  
don't believe your own press / don't believe everything you think  
if doubt starts to form, add mustard seed of faith  
oxygen tank for when you hold your breath  
add anxiety, stir until motivated

### **Relationships with Clients and Counterpart Lawyers**

understanding your clients and their interests  
taking what clients say with a "grain of salt"  
being honest with your clients  
communicating clearly with clients  
managing your clients' expectations  
deferring to your clients  
being friendly with your counterparts  
collaboration

### **Listening and Problem-Solving**

two cupped ears for listening  
questioning to understand  
asking "why"?  
asking difficult questions productively  
questioning your assumptions  
willingness to learn from everyone  
ability to step back and re-evaluate  
being prepared to use another recipe if this one doesn't work  
knowing how to satisfy your clients and the other side (aka "creating value")  
knowing your limits – and the other side's limits  
knowing when to say "no"  
perceiving when the other side feel pushed into a corner  
being prepared to deal with – and use – power moves  
competitiveness and puffery, as needed

### **Miscellaneous Ingredients**

share food while you are cooking – everyone is happier after they eat  
be spicy, not salty  
serve your meal (i.e., write up and implement the agreement)  
a roll of paper towels if needed to clean up a mess  
have fun