

TOOL 9

COPING STYLES QUIZ

This quiz will help you analyze how you prepare for a negotiation and whether there are other strategies you could consider using.

When I am nervous or despairing about an upcoming negotiation . . .

I try to distract myself by doing other things.

RARELY		SOMETIMES		OFTEN
1	2	3	4	5

I do things that make me feel better: e.g., eat, drink, exercise, watch a comedy, etc.

RARELY		SOMETIMES		OFTEN
1	2	3	4	5

I try to calm myself down through meditation, prayer, progressive relaxation, or breathing exercises.

RARELY		SOMETIMES		OFTEN
1	2	3	4	5

I vent to a friend or write about what I am going through.

RARELY		SOMETIMES		OFTEN
1	2	3	4	5

I talk to myself, reassure myself, and re-label what I am feeling in ways that make me less nervous or upset.

RARELY		SOMETIMES		OFTEN
1	2	3	4	5

If you scored 20 or above, remember to balance your emotion-focused strategies with problem-focused strategies.

If you scored 10 or below, consider balancing your preparation and problem-solving with strategies that help maintain a positive mood.

PROBLEM-FOCUSED COPING STRATEGIES

These strategies are most helpful when you can act to change the situation.

- Analyze the situation and make a plan
- Create the table by making a complaint or problem and/or requesting a meeting
- Gather and organize information
- Prepare to frame a shared problem
- Brainstorm potential solutions and packages to offer
- Prepare questions to ask
- Seek advice from others
- Practice (alone or with a friend/colleagues)

EMOTION-FOCUSED COPING STRATEGIES

These strategies are particularly beneficial when you can't do anything to change the situation.

- Distract yourself by doing other things
- Calm yourself down using meditation, prayer, progressive relaxation, or breathing exercises
- Vent to a friend
- Write in a journal
- Feel better through exercise
- Feel better through food, drink, or medication