



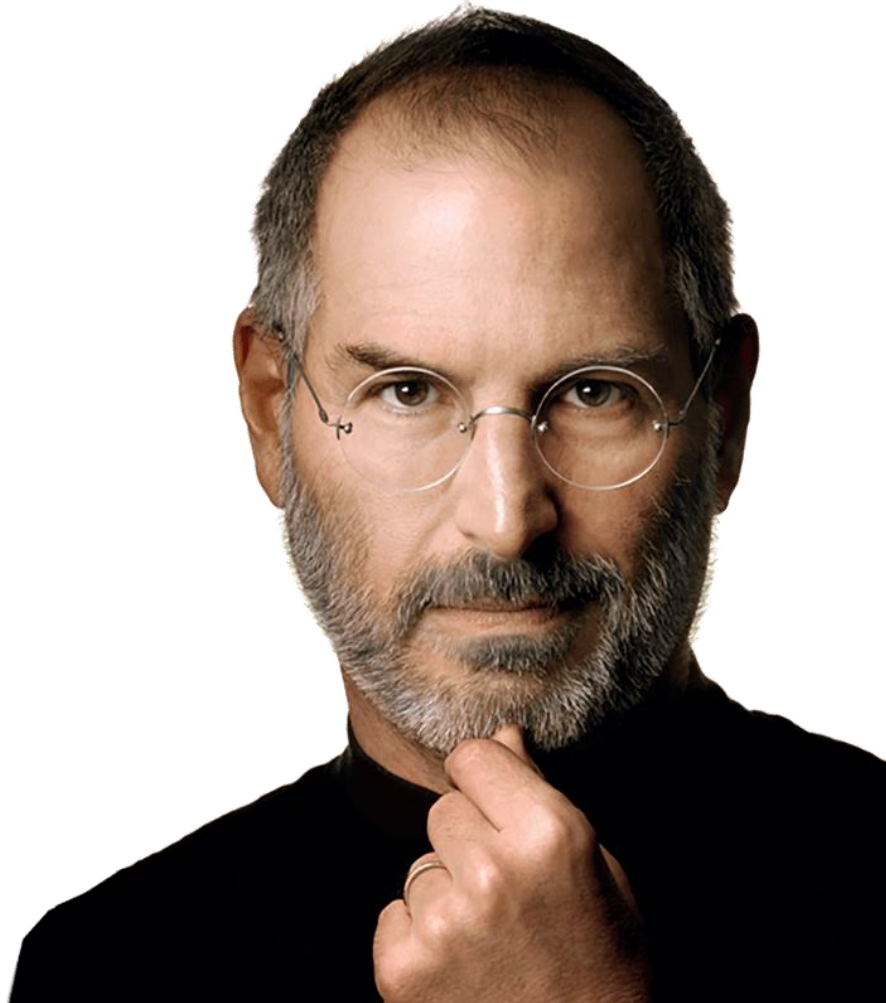
# Negotiation Strategies

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# Steve Jobs



# The untimely death of Steve Jobs

-The untimely death of Steve Jobs from complicated pancreatic cancer at the age of 56 in October 2011.

- He was diagnosed with a rare form of pancreatic cancer in 2003. He allegedly **delayed** surgery to remove the tumor, which is the recommended treatment.

# Why?

- This is one of the smartest men in the history of mankind.
- This is one of the richest men in the history of mankind.
- This is one of the most successful CEO in the history of mankind.

# Why?

- Why did he make his decision to **delay** (difficult and unpleasant decision) his surgery to remove tumor?
- The decision he later regretted **delaying** cancer surgery and **minimized the seriousness** of his conditions for nine months as his health declined.



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**What is  
procrastination?**



# What is procrastination?

1. Procrastination is a bad habit of intentionally **delay** decision, work or task or assignment that need to be done.
2. Procrastination is an act of replacing high-priority action with low-priority action. In other words, procrastination is trying to **minimizing the seriousness** of the consequences of delay decision, work, task, assignment that need to be done.

# From your understanding, what is procrastination?

- Procrastination is a thief of time.
  - Procrastination is a way to escape difficult and unpleasant task.
  - Procrastination is a bad habit of putting off doing something.
  - Procrastination.....
- ...





# Why procrastination is an important issue in negotiation?

Because up to 60 percent of human beings experience procrastination in negotiation process (making a deal) and business working place.

Because there are so many costs associated with procrastination of decision making in negotiation process.

Because of procrastination, human beings become ineffective and suffer from postpone decisions.

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WHAT ARE  
◦ **THE COSTS** OF  
PROCRASTINATION?

# Costs of Procrastination

- I. Last minute work
- Procrastination means employee will delay doing his work until the last minute. Employee will either miss the deadline or asking for more time with poor excuses.
- Example: John procrastinated his preparation and he missed the deadline. Then, he made up a story that his little baby is ill. Finally, he asked for more time during the negotiation process.

# Costs of Procrastination


- **2. Poor Quality of Work**
- Procrastination means employee will delay to do his work. When the team manager threatens to fire him, he will do **a hasty poor quality of work** in a short time that he has left.
- Example: John procrastinated his project assignment again. But this time, team manager said if he did not finish his work on time, he would be fired. So John finally finished his work but **with a hasty poor quality of work.**

# Costs of Procrastination

- 3. Miss a good opportunity
- Procrastination often leads to **miss of good opportunity**.
- Example: John supposed to prepare for a strong BATNA to negotiation process. He procrastinated and missed the deadline and **lost his opportunity** for not having a strong BATNA in negotiation process.

# Costs of Procrastination

- 4. A sense of guilt, stress, and crisis
- Procrastination often follows by a sense of guilt, regret, stress, and crisis.
- Example: John procrastinated his preparation for negotiation process. During this time he became unhappy. He feel bad, regret, guilt, and stress. He had a low sense of self-worth. His world became a crisis.



From many researches,  
what are major causes of  
procrastination?

# Major Causes of Procrastination

- I. Avoid an unpleasant task and wishing it goes away
- Example: I don't like this complexed negotiation process at all and I don't want to do it now. This type of work is horrible. I will do it later.



# Major Causes of Procrastination

- 2. Lack of energy, or lazy, or no motivation
- Example: I am so tired and I can't do anything hard about the negotiation process right now. I will do it later.

# Major Causes of Procrastination

- 3. Escaping from an overwhelming negotiation process
- Example: This negotiation process is too complex and it is too big. It scares me. I can't do it now. I will do it later.

# Major Causes of Procrastination

- 4. Don't know how and where to get started
- Example: I don't understand what my boss ask me to do in this negotiation project. Just confused. I need help.
- I will do it later.

# Major Causes of Procrastination

- 5. Lack of discipline, no will power
- Example: I know the clear deadline of this negotiation. I know what to do but I don't have a strong disciplinary or no will power to do it now. I will do it later.

# Major Causes of Procrastination

- 6. Unclear goal and priority
- Example: I have so many things in my life to do, and also this urgent negotiation. I don't know which one is important. I will do it later.

# Major Causes of Procrastination

- 7. Fear of failure
- Example: I am afraid that I will fail or I will not be able to do it good enough for this negotiation. I will do it later.

# Major Causes of Procrastination

- 8. Fear of criticism
- Example: I am afraid that people will talk negatively about me. They expect that I will be manage this negotiation perfectly. I can't really do it. I will do it later.

# Major Causes of Employee Procrastination

- 9. Fear of success
- Example: I am afraid that if I finish with this negotiation successfully, my boss will give me more works and more expectations. I will do it later.



# Major Causes of Employee Procrastination

- 10. Urgency addiction
- Example: I love the urgency. I have habit of doing everything the last minute. I have time but I will do it later.



What are five suggestions to overcome procrastination?

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# Five suggestions

- I. Create a positive environment
- - Create a relax environment, not too much pressure of the environment
- - Modify the workplace environment, minimize noise and distractions
- - Help team members to get information they need

# Five suggestions from HR manager

- 2. Divide the work into small pieces
  - - Create a time line for each small piece of work
  - - Divide the big negotiation project to many team members instead of one person
  - - Use the strength teamwork to finish the big and complexed project

# Five suggestions from HR manager

- 3. Do not expect super perfect work,
- let's get started
  
- - Expect a quality of work but not super perfect work
- - Define the quality, the standard, and the procedure to team members and make sure that they understand and able to do it.

# Five suggestions from HR manager

- 4. Provide extra training and specific guideline
- - Provide a necessary and sufficient training to team members
- - Provide any important assistances that team members need

# Five suggestions from HR manager

- 5. Provide an incentive and motivate team members to work harder and work faster
  - - Provide an bonus if team members can finish the assignment before the deadline
  - - Keep reminding about the part the accomplish
  - - Link the reward to performance

# Assignment # 12

- 1. What are five suggestions to solve the problem of procrastination? Explain. Provide at least two suggestions of your own.
- 2. Provide at least three of your own definitions of procrastination.
- 3. List and explain four costs of being procrastination with your own examples.
- 4. List and explain 10 major causes of employee procrastination with one of your own examples for each.