

ZARA SMITH

mindset and negotiation coaching



MONEY MINDSET AND NEGOTIATION SKILLS

WORKBOOK

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ZARA SMITH

FOUNDER OF ZARA SMITH COACHING

Hello, and welcome to the money mindset workbook. Here we go through some of your childhood conditioning around money and experiences that have shaped your relationship with money either Positive or Negative.

Either way exploring our inner narrative around money will help you unhook your patterns of self-sabotage.

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CHAPTER
1

MONEY MINDSET

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MONEY MINDSET

The energy of money and self-love are very closely linked. How much you value money can be seen in the way you spend it. When money is spent wisely, it accumulates.

We can often make the mistake of thinking that buying ourselves treats is self-love but buying for ourselves and investing in ourselves have very different outcomes., where our money is concerned.

Money mindset is being conscious of investing our money in things that bring a return such as a business or self development or releasing

old patterns of thinking or behaviours that stop us accumulating wealth.

You might think that obvious but how often do you indulge in retail therapy when you feel like a pick-me-up? In learning to love money, you treasure it and put it in a place that gives the maximum return.

- Decide to show yourself more love
- Decide to give yourself more money
- Decide to express your self love through money



Mindset Journal

Date :



Why am I grateful for money?

What is your first memory of money?

How did that first memory of money make you feel towards it?

How did it effect the way you are now with money?

Do you trust yourself with money?

Why do you trust/not trust yourself with money?

Do you beleive you have to work hard for money?

What do I think of people who have money?

Current Happiness Level with money



Notes

Mindset Journal

Date :



Why am I resisting more money?

How do I feel when i save money?

Any happy memories with money?

Do you feel worthy of more money?

Current happiness level with money



Tick the statement that resonates:

- Money is dirty
- Money is the root of all evil
- I can't be trusted with money
- I'm hopeless with money
- I have to work hard to earn money
- I don't want be rich, I want enough to get by
- When you get money, the odds are that you'll lose it
- Money is all about power
- It's rude to talk about money
- Rich people are not good people

Talking about your thoughts that apply to money. Mark yourself out of ten, with 10 being most comfortable to ask.

- Asking for a pay rise /10
- Asking a friend for a loan /10
- Charging someone for your time /10
- Increasing your prices /10
- Lending money to a friend /10
- Borrowing money from parents /10
- Discussing your will with family /10
- Planning investments with a partner /10
- Giving some a tip for good service /10
- Not tipping for poor service /10
- Telling someone a price is too high /10
- Asking for a discount /10
- Glving a discount /10
- Negotiating payment terms /10

Notes

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Money is
just
energy, let
it flow.

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CHAPTER
2

TRANSFORMING
LIMITING BELIEFS

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TRANSFORMING BELIEFS



Every morning write down what you plan to happen each day and what specific outcome you plan to have.

I.e. To sign two new clients at a value of £xxx

Write down any resistance or challenge any limiting beliefs towards achieving your money goal. Once you've identified those limiting beliefs. I want you to visualise that belief visually in your mind and put a frame around it. Now minimise this frame in your mind so this belief becomes very small to the point where it's difficult to see.

Now write down any inspiration or ideas that drop in to help you achieve your goal and actually feel how it would feel after you've achieved your goal. Now take this mental visualisation of you achieving your goal and put a frame around it. Now expand that frame so it becomes really large in your mind and let it settle in your mind's eye while you carry on with your day.

JOURNAL WRITING EXERCISE

MY MONEY VISION:

MY MONEY GOALS:

THINKING ABOUT WHY ITS BENEFICIAL TO HAVE MONEY

Writing a journal helps you recognize your own feelings over certain things or events, no matter how mundane. For this exercise, write down at least 25 ways it's beneficial for you and the world, that you have a great relationship with money and attract more abundance in your life.

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**the average
millionaire
has 7
different
revenue
streams**

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3
CHAPTER

NEGOTIATION SKILLS

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1

PROFESSIONAL FLINCH

When you hear an extreme opening offer, its often counted with a loud and exaggerated No

MANAGE TIME

The most powerful person in the room is the one who manages time and keeps the negotiation moving forward.

2

3

NOTHING IS FAIR

Its about creating a win - win situation, not about creating a fair situation

4

IF YOU, THEN WE

when stating your offer always state If you do this, then we will do this.

YOUR EGO IS NOT YOUR AMIGO

You are dealing with the commerce of people in a negotiation, and people will want to deal with who they like, not matter how important you are.

5

ASK EXPLORATORY QUESTIONS

Find out where you have common ground, mutual goals and possible productive collaborations and ways you can support each other in the future. If they can see a collaborative partnership with longvity, you'll have a better negotiation

6

7

USE SILENCE

Uncontrolled people like to fill silence. It encourages them to speak and overshare information or agree to things that they wouldn't otherwise because they cannot handle an uncomfortable environment

DO NOT JUSTIFY

You do need permission, validation or to explain yourself in a negotiation. If you make an offer it is what it is, if you choose not to accept, it is what it is. Don't fall into the trap of justifying your decisions just move the conversation on and push the negotiation forward.

8

USE TIME OUTS

You can ask for time outs in a negotiation to regroup and reorganise you tactics and levers in private if necessary.

9

10

EXERCISE BOUNDARIES

Don't allow anyone to guilt manipulate or doubt yourself. If someone is doing something you don't approve of, respectfully make it known what will and won't be tolerated and stick to your values and boundaries in order to maintain your integrity

GET COMFORTABLE IN THE UNCOMFORTABLE

There will be moments of tension and silence, lean in to these moments without filling the space with unnecessary chatter

11

MANAGE YOUR LEVERS

Break down each move and lever before you head into the negotiation. Use the tracker to plan your increments and keep a track of moving variables.

12

13

RECOGNISE THE POP

aka the PISS OFF POINT

EYE CONTACT

Always make eye contact but be mindful that looking left shows a memory recollection, while looking right shows your brain constructing.

14

15

STRONG HANDSHAKE

shows confidence

16

OPEN EXTREME

Know what you can agree to and add interest before you open. Make sure there is fat on your offer so you can move down without accepting less than you need

BODY LANGUAGE

stay still when speaking. Often we move unconsciously when we don't feel comfortable or say something we don't believe to be true. Don't touch your face as it shows you're uncomfortable.

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KEEP YOUR INCREMENTS SMALL

When negotiating a final figure keep your increments small but not consistent. If you move by £5 increments everytime, you're becoming too predictable

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19

SAY NO WITH RESPECT, UNTIL YOU CAN SAY YES

if it doesn't work for you, you say No. No if, buts or maybes. Also some negotiators are persistent, respect and admire their tenacity but set a boundary if you are no longer able to agree

BE INDISPENSIBLE

rather than dominant.

20

NEVER ASSUME

It isn't your business to preempt what anyone other than you can agree to. Never assume they cannot afford or meet your requests. Don't sabotage yourself by accepting a lower offer. Remember don't burn yourself to keep others warm.

21

22

DON'T OVERSHARE

Mindless chatter will give away your power and you'll reveal truths that could help others weaken your position

REMAIN RESPECTFUL

You may find some negotiators will try to prod you to react to reveal more than what you'd like to. Don't fall for the bait and keep a lid on your emotions

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TARGET THE DECISION MAKER

Know who the key decision-maker is and ensure you are delivering your requests to the right person.

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Never give
away
anything you
are not
prepared to
loose

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THANK YOU!

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S U B S C R I B E A T

W W W . Z A R A S M I T H C O A C H I N G . C O M