MB MEMOBOOK
GUIDES

FIVE WORKSHEETS TO PRINT AND FILL IN BEFORE YOUR MEETING.

Printable worksheets

From the guide
Negotiate Your Salary, the Step-by-Step Plan

1. Your record of accomplishments
2. Meeting prep
3. Answers to objections
4. The written confirmation email
5. The six-month plan
6. My notes for the meeting

Print as many copies as you need, for personal use. Updates and other free downloads: **mymemokit.com/salary**

Worksheet 1. Your record of accomplishments

One page, to prepare before the meeting and hand over at the end (chapter 3)

- ☐ **My ask in one sentence**: "I'd like my salary adjusted to _____ starting _____"
- ☐ **Accomplishment 1**: action _____ result _____ proof _____
- ☐ **Accomplishment 2**: action _____ result _____ proof _____
- ☐ **Accomplishment 3**: action _____ result _____ proof _____
- ☐ **What has changed in my role** since _____: _____
- ☐ **What I propose for the year ahead**: _____

Worksheet 2. Meeting prep

To check off in the three weeks before (chapters 2, 5 and 6)

- [ ] I know when raises are decided at my company.
- [ ] I have my range: floor _____ target _____ stretch _____
- [ ] I know whether we are talking annual or hourly, base or total.
- [ ] I have picked my three key accomplishments (worksheet 1).
- [ ] I have one main ask and one or two backup asks: _____
- [ ] I have prepared my answers to the two most likely objections (worksheet 3).
- [ ] I have said my ask out loud at least three times.
- [ ] I have requested the meeting in writing, with a neutral message.

Worksheet 3. Answers to objections

To reread right before the meeting (chapter 8)

If you hear…	You can answer…
“There’s no budget.”	“When will it be reviewed, and how can my request be part of it?”
“Now isn’t the right time.”	“When would be? Let’s set the date today.”
“You’re already in your band.”	“Does my level still match my role?”
“Everyone’s in the same boat.”	“I’m only talking about my role and my results.”
“It’s not my decision alone.”	“What would help you push for my request?”
“Prove yourself first.”	“Let’s write down the goals and the check-in date.”
“That’s too much.”	“What would feel realistic? In two steps?”

Worksheet 4. The written confirmation email

To send the same day as the meeting (chapters 5 and 9)

“Hi [name],

Thanks again for our conversation today. To make sure we’re on the same page, here is what I took away:

1. [My salary will be adjusted to X starting [date].] or [My request will be considered at the compensation review on [date].]
2. [Anything else agreed: bonus, title, remote days, training.]
3. [Next step: answer expected on [date], or check-in on [date].]

Please let me know if I missed anything.

Best, [name]”

Worksheet 5. The six-month plan

If the answer is “not now” (chapter 9)

- [ ] **Goal 1**: _____ measured how: _____
- [ ] **Goal 2**: _____ measured how: _____
- [ ] **Goal 3, optional**: _____ measured how: _____
- [ ] **Date of the final check-in**: _____
- [ ] **Written confirmation sent** on: _____
- [ ] **Midpoint check-in** scheduled for: _____
- [ ] **Proof gathered** over the months (emails, results, feedback): _____
- [ ] **If nothing moves by the agreed date**, what I will do: _____

My notes for the meeting