

# Know Your Worth & Negotiate At Work



**Negotiation** is a skill that helps you align your role, clarify how pay decisions work, and plan for long-term financial security.

**ALIGN:** *Does my pay reflect the scope and responsibilities of my role today?*

**CLARIFY:** *How are pay decisions made? What is fixed, flexible, or timing-based?*

**PLAN:** *How does today's pay affect future raises, savings, and retirement?*

## Reflection: Know Your Value - Personal Market Value

What responsibilities or expectations have grown in my role over time?

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What results or outcomes am I most proud of this year?

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What problems do people regularly rely on me to solve?

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Your impact file is not bragging — **it is remembering**. Collect evidence so you can speak clearly and confidently when opportunities arise.

- **Results:** What changed, improved, or was completed?
- **Impact stories:** How did your work make a difference?
- **Expanded responsibilities:** Where has your role grown?
- **The human side:** Feedback, trust, leadership, or collaboration.



# The Pitch Framework

*Impact → Alignment → Ask → Collaborative Question*

## Reflection: Preparing for the Conversation

What impact examples best show my value right now?

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What would alignment look like for me (pay, scope, flexibility, growth)?

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What question could I ask to move the conversation forward?

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## Salary & Benefits:

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## Phrases that Create Confidence

*“Can you help me understand the factors that are typically considered when pay adjustments or raises are reviewed for this role?”*

*“We’ve had a strong year, and based on my scope and market data, adjusting my compensation feels aligned with that success.” “Based on what we completed last year...”*

*“As my role continues to evolve, I’d like to talk about how expectations, growth opportunities and compensation align moving forward.”*

