

Negotiation - Lesson 3 – Email to Request Meeting

In this article you'll find everything you need to write your meeting request for a successful discussion to get what you want

To set this up, let's look at;

- When to Ask for Your Raise or Perks
- The Subject Line
- What to Say
- One Final Tip

When to Ask for Your Raise or Perks?

First meeting in the morning always seems like a good idea. You may think your boss is in a great mood and ready to face a fresh start to their day. But – chances are they're thinking about their list of meetings for the day, what they've got to get done, the problems that have come up overnight – and more. So not first thing in the morning.

Is late morning better? No again. They've had their first battles for the day, they're hungry, their blood sugars are probably dropping so they're getting cranky, and they simply wish to grab some food and chill. You getting in between a cranky, hungry boss looking for a sandwich and asking for something they have to think about – that's not likely to end well.

The sweet spot – the absolute best time for you - is right after lunch. Your boss has wiped some items off the to-do list, they've got a full stomach, they can see the end of the day – so grab this time slot.

The Subject Line

Ask for what you want, but don't make it easy to say no.

Let's start with what not to say.

Don't start with a cheesy 'I have an opportunity for you' type line. It's not an opportunity for them, it's a hassle and starting like this makes it easy for them to say no.

Also, don't start with something like 'Urgent Meeting Request.' It's not urgent. You've been working on this request for a while, you've been running your 1:1 regular meeting with your boss and you've been building your profile to showcase the value you deliver. So, it's not urgent.

Use something clear and to the point;

- *Requesting a meeting at your convenience*
- *Meeting request for 1pm Thursday*
- *Scheduled meeting for 2pm Wednesday*

What to Say

In the body of the meeting request keep it simple. Remember you will be presenting your value and showcasing yourself during the meeting so there's no need to detail it here – you need only to hint at it. The aim of the meeting request is to GET. THE. MEETING.

Dear <Boss's Name>,

I've enjoyed working at Company X for the last X years / months. During that time, I've delivered valuable work as we discuss in our regular 1:1 meetings.

I look forward to speaking with you at this time on a personal matter.

*Sincerely,
<Your Name>*

That's it – keep it short and simple – and obviously edit this example to include your details.

One Final Tip...

Keep going.

If your Boss declines the meeting –do – not – take – it – personally.

There could be a hundred reasons for not accepting. A sick child, a deadline, a backlog of work, not feeling well, time blocked out to prepare a tender, an urgent meeting request with their boss, or something you have no visibility of and will probably never know about.

Re-schedule.

Keep re-scheduling until you get the meeting.