

# Helpful Tools at the Table

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Technology can be a great asset to negotiations, but don't forget the basics. This is a checklist for items you may want to have at the bargaining table to assist your work!

- Calculators (anyone with a smart phone has one!)
- 3-hole punch for documents
- Extra paper
- Highlighters
- Extra paper copies of your contract
- A tablet or laptop with an internet connection for research
- A tablet or laptop for costing
- Copies of Issue Organizers for new topics
- An editable electronic version of your contract

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