

# enrolled agent exam study guide pdf

**enrolled agent exam study guide pdf** resources are essential tools for candidates preparing to become federally authorized tax practitioners in the United States. This article provides an in-depth overview of the best methods, materials, and strategies for using an enrolled agent exam study guide pdf effectively. Understanding the structure and content of the Special Enrollment Examination (SEE) is crucial for success, and a comprehensive study guide in PDF format can offer portability and ease of access. Additionally, this guide will discuss how to select high-quality study materials, incorporate practice questions, and organize study schedules to maximize retention and exam readiness. Whether a candidate is new to tax laws or experienced in the field, leveraging an enrolled agent exam study guide pdf can streamline the preparation process and improve confidence. Following this introduction, a detailed table of contents will outline the key areas covered in this article.

- Understanding the Enrolled Agent Exam
- Benefits of Using an Enrolled Agent Exam Study Guide PDF
- Key Components of a Comprehensive Study Guide
- Tips for Effective Study Using a PDF Guide
- Recommended Resources and Practice Materials

## Understanding the Enrolled Agent Exam

The enrolled agent exam, officially known as the Special Enrollment Examination (SEE), is a rigorous test designed to assess a candidate's knowledge and competency in tax matters. Administered by the IRS, the exam consists of three parts that cover individual tax returns, business tax returns, and representation, practices, and procedures. Passing all three parts is mandatory for obtaining the enrolled agent designation, which authorizes practitioners to represent taxpayers before the IRS.

## Exam Structure and Content

The SEE is divided into three distinct sections:

- **Part 1: Individual Taxation** – This section tests knowledge of individual income tax returns, deductions, credits, and tax calculations.

- **Part 2: Business Taxation** – It focuses on taxation for various business entities such as partnerships, corporations, and sole proprietorships, including payroll taxes and retirement plans.
- **Part 3: Representation, Practices, and Procedures** – This part covers ethical standards, IRS procedural rules, audit processes, and taxpayer rights.

Each part requires thorough understanding and practical application of tax laws, making preparation essential.

## **Benefits of Using an Enrolled Agent Exam Study Guide PDF**

Utilizing an enrolled agent exam study guide pdf offers multiple advantages for exam candidates. Unlike physical textbooks, PDFs provide portability, allowing candidates to study anytime and anywhere on electronic devices. Additionally, a well-crafted PDF guide is searchable, enabling quick access to specific topics or tax codes. This format also facilitates easy annotation and highlighting, which enhances active learning and review efficiency.

### **Portability and Accessibility**

One of the primary benefits of a PDF study guide is the ability to carry vast amounts of information on a smartphone, tablet, or laptop. This convenience supports flexible study schedules and helps candidates make productive use of short study sessions during commutes or breaks.

### **Interactive Features**

Many enrolled agent exam study guide pdf files include interactive elements such as embedded links to IRS publications, practice questions, and answer explanations. These features contribute to a dynamic learning experience and better comprehension of complex tax concepts.

## **Key Components of a Comprehensive Study Guide**

An effective enrolled agent exam study guide pdf should encompass all exam topics and provide structured learning pathways. Comprehensive guides typically include detailed explanations of tax laws, examples of tax return forms, and in-depth coverage of IRS procedures. Incorporating practice questions and simulated exams is also crucial for testing knowledge and identifying weak areas.

## **Detailed Tax Law Explanations**

A quality study guide explains the tax code clearly and concisely, breaking down complicated regulations into understandable segments. It should cover recent tax law changes to ensure candidates are studying current and relevant information.

## **Practice Questions and Exams**

Practice questions are vital for reinforcing knowledge and developing exam-taking skills. The study guide should offer a variety of question formats, including multiple-choice questions similar to those on the SEE. Full-length practice exams help candidates gauge their readiness and build confidence before the actual test day.

## **Tips for Effective Study Using a PDF Guide**

Maximizing the benefits of an enrolled agent exam study guide pdf requires strategic study habits. Creating a study schedule, actively engaging with the material, and regularly reviewing challenging topics are essential steps. Using digital tools to annotate and bookmark pages can help organize study sessions efficiently.

## **Establish a Consistent Study Routine**

Consistency is key to retaining complex tax information. Setting aside dedicated study time each day and dividing the material into manageable sections can prevent burnout and improve focus.

## **Active Reading and Note-Taking**

Engaging with the PDF guide by highlighting key points, making margin notes, and summarizing concepts facilitates deeper understanding. Active reading enhances memory retention and helps clarify difficult topics.

## **Utilize Practice Tests Regularly**

Integrating practice tests within study sessions enables self-assessment and highlights areas needing improvement. Reviewing incorrect answers and revisiting corresponding content in the guide strengthens overall exam performance.

# **Recommended Resources and Practice Materials**

In addition to the enrolled agent exam study guide pdf, candidates should consider supplementary materials to enhance their preparation. Official IRS publications, online practice platforms, and tax reference books can provide varied perspectives and detailed insights.

## **IRS Publications**

The IRS offers numerous free publications that align with exam topics, including instructions for individual and business tax forms. These documents are authoritative sources and should be reviewed alongside the study guide.

## **Online Practice Platforms**

Several reputable online platforms offer practice questions and simulated exams tailored to the SEE. These resources complement the PDF guide by providing interactive learning opportunities and immediate feedback.

## **Additional Reference Books**

Comprehensive tax textbooks and guides can supplement the study guide by offering expanded explanations and examples. Selecting up-to-date editions ensures alignment with current tax laws and exam content.

## **Frequently Asked Questions**

### **What is an Enrolled Agent Exam Study Guide PDF?**

An Enrolled Agent Exam Study Guide PDF is a downloadable digital document that provides comprehensive materials, practice questions, and exam strategies to help candidates prepare for the IRS Enrolled Agent (EA) exam.

### **Where can I find a reliable Enrolled Agent Exam Study Guide PDF?**

Reliable Enrolled Agent Exam Study Guide PDFs can be found on official IRS websites, reputable tax education providers, and trusted online bookstores such as Gleim, Fast Forward Academy, and Surgent.

### **Are free Enrolled Agent Exam Study Guide PDFs**

## **effective for exam preparation?**

While free Enrolled Agent Exam Study Guide PDFs can provide helpful summaries and basic information, paid guides usually offer more comprehensive content, practice exams, and detailed explanations that are more effective for thorough preparation.

## **What topics are typically covered in an Enrolled Agent Exam Study Guide PDF?**

An Enrolled Agent Exam Study Guide PDF typically covers tax code, tax planning, representation, practice and procedures, individual and business taxation, ethics, and IRS regulations relevant to the EA exam.

## **How should I use an Enrolled Agent Exam Study Guide PDF to prepare effectively?**

To prepare effectively, candidates should create a study schedule, use the PDF to review key concepts, complete practice questions, focus on weak areas, and take timed practice exams to simulate the actual test environment.

## **Can an Enrolled Agent Exam Study Guide PDF be used on mobile devices?**

Yes, most Enrolled Agent Exam Study Guide PDFs are compatible with mobile devices such as smartphones and tablets, allowing candidates to study conveniently on the go.

## **What are the advantages of using a PDF study guide over printed books for the Enrolled Agent Exam?**

PDF study guides are portable, searchable, often updated more frequently, cost-effective, and can be easily annotated or highlighted digitally, making them a convenient option compared to traditional printed books.

## **Additional Resources**

### *1. Enrolled Agent Exam Study Guide 2024-2025*

This comprehensive study guide is designed specifically for candidates preparing for the Enrolled Agent (EA) exam. It covers all three parts of the exam, including Individual Taxation, Business Taxation, and Representation, Practices, and Procedures. The guide includes practice questions, detailed explanations, and test-taking strategies to help candidates pass with confidence.

### *2. Pass the EA Exam: A Complete Study Guide*

Pass the EA Exam offers a structured approach to mastering the material

needed for the IRS Enrolled Agent exam. This book breaks down complex tax topics into easy-to-understand sections and provides real-world examples. It also features practice exams and review questions to reinforce learning and assess readiness.

### *3. Enrolled Agent Exam Review Manual*

This review manual is an essential resource for anyone studying for the EA exam. It contains summaries of key tax concepts, practice problems, and detailed answer explanations. The manual emphasizes critical areas tested on the exam and offers tips to improve exam performance.

### *4. Gleim EA Review: Part 1 - Individual Taxation*

Focused solely on Part 1 of the EA exam, this book dives deep into individual tax regulations and filing requirements. Gleim's methodical approach and extensive practice questions make it a favorite among EA candidates. It includes up-to-date tax law changes and thorough explanations to boost comprehension.

### *5. Fast Forward Academy EA Exam Study Guide*

This study guide provides a streamlined review of all subjects tested on the Enrolled Agent exam. It features concise summaries, practice quizzes, and exam simulation tools. The guide is ideal for busy professionals who need an efficient yet thorough preparation resource.

### *6. IRS Enrolled Agent Exam Secrets Study Guide*

This guide reveals insider tips and strategies for tackling the EA exam effectively. It covers the full scope of exam topics with detailed content reviews and test-taking techniques. The book also includes practice questions designed to mimic the style and difficulty of the actual exam.

### *7. Enrolled Agent Exam Prep 2024*

Updated for the latest tax laws and exam format, this prep book offers clear explanations and numerous practice problems. It is organized by exam parts and emphasizes understanding over memorization. The book also provides access to online resources for additional practice and study support.

### *8. PassKey EA Review*

PassKey EA Review combines comprehensive content coverage with interactive learning tools. It includes detailed lessons on tax topics, practice exams, and performance tracking. This resource is especially useful for candidates who prefer a combination of print and digital study materials.

### *9. Enrolled Agent Exam Flashcard Study System*

This flashcard system is designed to reinforce key concepts and tax rules tested on the EA exam. It offers portable, easy-to-use cards that cover all exam sections with concise definitions and examples. The flashcards are perfect for quick reviews and memorization on the go.

## [Enrolled Agent Exam Study Guide Pdf](#)

# **Enrolled Agent Exam Study Guide PDF: Your Comprehensive Path to Success**

This ebook provides a thorough examination of resources and strategies for passing the Enrolled Agent (EA) exam, a rigorous test leading to a prestigious federal tax professional designation. Successfully navigating this challenging exam unlocks numerous career opportunities and establishes credibility in the complex field of taxation. We will explore various study materials, effective study techniques, and time management strategies essential for achieving a high score.

"Conquering the EA Exam: A Complete Study Guide"

Introduction: Understanding the EA Exam and its Importance

Chapter 1: Exam Structure and Content Overview: A detailed breakdown of each section of the exam (Representation, Taxes and Business, and Individual).

Chapter 2: Essential Study Materials: Reviewing and comparing available study guides, software, and practice exams (e.g., Surgent CPA Review, Gleim, Becker).

Chapter 3: Effective Study Techniques and Time Management: Strategies for efficient learning, including active recall, spaced repetition, and personalized study plans.

Chapter 4: Mastering Each Exam Section: Specific strategies and tips tailored to each section of the EA exam (Representation, Taxes and Business, and Individual).

Chapter 5: Practice Exams and Simulation: The crucial role of practice exams in identifying weaknesses and building confidence.

Chapter 6: Handling Test Anxiety and Maintaining Motivation: Psychological strategies to manage stress and stay focused during preparation.

Chapter 7: Post-Exam Procedures and Next Steps: Understanding the results process and planning for career advancement after passing the exam.

Conclusion: Recap of key strategies and a final word of encouragement.

Introduction: Understanding the EA Exam and its Importance

This section will lay the groundwork, defining the Enrolled Agent designation and highlighting its value in the job market. We'll discuss the exam's difficulty and the benefits of obtaining this credential, including increased earning potential, higher job satisfaction, and the ability to represent clients before the IRS. The introduction will also provide a roadmap for the entire study guide.

Chapter 1: Exam Structure and Content Overview: A detailed breakdown of each section of the exam (Representation, Taxes and Business, and Individual).

This chapter offers a comprehensive overview of the three sections of the EA exam: Representation, Taxes and Business, and Individual. It will outline the specific topics covered in each section, the weighting of each topic, and the types of questions you can expect to encounter. The goal is to equip the reader with a solid understanding of the exam's scope and content.

Chapter 2: Essential Study Materials: Reviewing and comparing available study guides, software, and practice exams (e.g., Surgent CPA Review, Gleim, Becker).

This chapter dives into the various study resources available, critically evaluating their strengths and weaknesses. We will compare popular options such as Surgent CPA Review, Gleim, and Becker, considering factors like cost, content quality, user interface, and customer support. The chapter will help readers make informed decisions about choosing the materials that best suit their learning style and budget. Recent research on study material effectiveness will be cited.

Chapter 3: Effective Study Techniques and Time Management: Strategies for efficient learning, including active recall, spaced repetition, and personalized study plans.

This chapter focuses on optimizing the learning process. We will explore proven study techniques like active recall (testing yourself regularly), spaced repetition (reviewing material at increasing intervals), and the importance of creating a personalized study plan tailored to individual needs and timelines. Time management strategies, including breaking down the study material into manageable chunks and scheduling regular breaks, will be discussed.

Chapter 4: Mastering Each Exam Section: Specific strategies and tips tailored to each section of the EA exam (Representation, Taxes and Business, and Individual).

This chapter delves into each section of the EA exam individually. We'll offer specific tips and strategies for mastering the material in each area, including suggested study approaches, common pitfalls to avoid, and examples of frequently tested concepts. This will ensure comprehensive coverage and address the unique challenges presented by each section.

Chapter 5: Practice Exams and Simulation: The crucial role of practice exams in identifying weaknesses and building confidence.

This chapter emphasizes the importance of practice exams in exam preparation. We'll discuss the benefits of simulating the actual exam environment, identifying weaknesses in understanding, and building confidence through repeated practice. Different types of practice exams will be analyzed, and strategies for effectively using practice exams to improve performance will be detailed.

Chapter 6: Handling Test Anxiety and Maintaining Motivation: Psychological strategies to manage stress and stay focused during preparation.

This chapter addresses the emotional and psychological aspects of exam preparation. We'll explore techniques for managing test anxiety, maintaining motivation throughout the long study process, and fostering a positive mindset. Strategies for dealing with setbacks and staying focused on the ultimate goal will be provided.

Chapter 7: Post-Exam Procedures and Next Steps: Understanding the results process and planning for career advancement after passing the exam.

This chapter covers the steps after taking the exam, from understanding the results process to planning next steps in a career. We'll cover how to interpret scores, what to do if you don't pass, and how to leverage the EA credential to find employment or advance your career.

Conclusion: Recap of key strategies and a final word of encouragement.

The conclusion summarizes the key takeaways from the study guide, reiterating the importance of consistent effort, effective study techniques, and a positive mindset. It provides a final word of encouragement and confidence-building advice for aspiring EAs.

#### FAQs:

1. What is the pass rate for the Enrolled Agent exam? The pass rate varies but is generally lower than other professional exams, highlighting the exam's difficulty.
2. How long does it take to study for the EA exam? The required study time depends on individual background and learning speed, but most candidates dedicate several months to preparation.
3. Are there any age requirements to become an Enrolled Agent? There are no age restrictions.
4. What are the continuing education requirements for EAs? EAs are required to complete continuing education hours to maintain their credential.
5. Can I take the EA exam sections separately? Yes, the EA exam is administered in three separate parts.
6. How much does the EA exam cost? The exam fees are set by the IRS and are subject to change.
7. What are the career options after becoming an Enrolled Agent? Career paths include private practice, working for accounting firms, corporations, or government agencies.
8. What is the difference between an EA and a CPA? Both are tax professionals, but EAs specialize in IRS representation, while CPAs have a broader scope of practice.
9. Where can I find official information about the Enrolled Agent exam? The IRS website is the primary source of information regarding the EA exam.

#### Related Articles:

1. Understanding the IRS Examination Process: A guide explaining how the IRS audits and investigates tax returns.
2. Tax Law Changes and Their Impact on Businesses: An analysis of recent tax law updates and their effect on businesses.
3. Effective Tax Planning Strategies for High-Net-Worth Individuals: Strategies to optimize tax liability for high-income individuals.
4. Representation Before the IRS: A Practical Guide: A comprehensive guide to representing clients before the IRS.
5. Ethical Considerations for Enrolled Agents: Discussing ethical responsibilities and conduct for EAs.
6. Choosing the Right Tax Software for Your Practice: Comparing different tax software options for professionals.
7. Building a Successful Tax Practice: Strategies for starting and growing a tax practice.
8. The Future of Taxation and the Role of Enrolled Agents: Exploring future trends in the field of taxation.
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for the IRS EA Exam Part 1 The practice exams are developed specifically from the IRS content outline with representative difficulty and distribution of questions. The book is currently updated for the 2020 - 2021 testing cycle. We focus on the topics specific to the exam to have you studying efficiently and not wasting time in your EA exam preparation. 200 Practice questions for the Enrolled Agent Exam The book includes TWO FULL-LENGTH PRACTICE EXAMS with detailed solutions indicating why the answer is correct. Prepare yourself for test day by simulating the exam with the topics and difficulty you will see in the real EA examination. Practice exams have been proven to be one of the best methods of enrolled agent exam preparation, making this book the perfect guide to help you pass the IRS EA exam. How to become an Enrolled Agent This enrolled agent study guide 2020/21 has been developed to help you achieve your professional goals. Too often, study material for EA exams is over-priced and unfocused. This book provides relevant material identified from the licensing board to ensure you can pass your IRS EA exam. Don't waste time and money sieving through unnecessary or overly complicated study material. Study more efficiently with our guide - you won't be disappointed!

**enrolled agent exam study guide pdf: Enrolled Agent Practice Exams for Part 1, Part 2, and Part 3** Bova Books LLC, 2020-07-27 Enrolled Agent Practice Exams for All Parts This enrolled agent exam study guide will help you prepare for your IRS SEE exam (Special Enrollment Examination) with TWO FULL-LENGTH PRACTICE EXAMS FOR EACH PART. This book helps you prepare to become an enrolled agent through multiple practice exams and detailed answers, making it the perfect way to prepare for the enrolled agent exam. Everything you need for all 3 parts in one consolidated manual. Representative difficulty and topics for the IRS EA Exam The practice exams are developed specifically from the IRS content outlines with representative difficulty and distribution of questions. The book is currently updated for the 2020 - 2021 testing cycle. We focus on the topics specific to the exam to have you studying efficiently and not wasting time in your EA exam preparation. 600 Practice questions for the Enrolled Agent Exam The book includes TWO FULL-LENGTH PRACTICE EXAMS FOR EACH PART with detailed solutions indicating why the answer is correct. Prepare yourself for test day by simulating the exam with the topics and difficulty you will see in the real EA examination. Practice exams have been proven to be one of the best methods of enrolled agent exam preparation, making this book the perfect guide to help you pass the IRS EA exam. How to become an Enrolled Agent This enrolled agent study guide 2020/21 has been developed to help you achieve your professional goals. Too often, study material for EA exams is over-priced and unfocused. This book provides relevant material identified from the licensing board to ensure you can pass your IRS EA exam. Don't waste time and money sieving through unnecessary or overly complicated study material. Study more efficiently with our guide - you won't be disappointed!

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their practices profitable and keep clients (and money) rolling in. This book covers:#13; 1. Marketing techniques for enrolled agents#13; 2. How to use the internet and social networking to boost your community profile#13; 3. How to find profitable IRS representation cases#13; 4. How to avoid deadbeat clients#13; 5. How to get lucrative referrals from other professionals#13; #13; And much more!#13; If you have the tax knowledge and a desire to succeed in this business, this book will help you realize your own success.

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**enrolled agent exam study guide pdf: Tax Benefits for Work-related Education** , 1999

**enrolled agent exam study guide pdf: Passkey EA Review Complete** Richard Gramkow, David V. Sherwood, Christy Pinheiro, 2014-03-01 Learn how to become an Enrolled Agent with PassKey's comprehensive EA Review study program, newly revised and thoroughly updated for tax year 2013. This is an in-depth study guide for all three parts of the IRS Enrolled Agent exam. Using simple-to-understand language and numerous concrete examples, this study guide helps demystify complex tax law. More than 800 targeted study questions and answers prepare you for the EA exam offered during the May 1, 2014 to February 28, 2015 testing window. This study guide covers the following: Part 1: Taxation of individuals. Part 2: Taxation of businesses, including partnerships, corporations, sole proprietorships, estates, and trusts. Part 3: Representation, practice, and procedures. This book has been extensively updated and rigorously vetted for accuracy by experts in the tax profession. For more study help, PassKey Publications also offers a six-part practice exam workbook with detailed answers and explanations, so you can test yourself, time yourself, and learn!

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engagement. Written by a team of well-known experts, it provides a theory and framework of six types of involvement for action; up-to-date research on school, family, and community collaboration; and new materials for professional development and on-going technical assistance. Readers also will find: Examples of best practices on the six types of involvement from preschools, and elementary, middle, and high schools Checklists, templates, and evaluations to plan goal-linked partnership programs and assess progress CD-ROM with slides and notes for two presentations: A new awareness session to orient colleagues on the major components of a research-based partnership program, and a full One-Day Team Training Workshop to prepare school teams to develop their partnership programs. As a foundational text, this handbook demonstrates a proven approach to implement and sustain inclusive, goal-linked programs of partnership. It shows how a good partnership program is an essential component of good school organization and school improvement for student success. This book will help every district and all schools strengthen and continually improve their programs of family and community engagement.

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**enrolled agent exam study guide pdf: Passkey EA Review Complete** David V. Sherwood, Christy Pinheiro, Richard Gramkow, 2015-03-01 Note: This study guide is for the May 1, 2015 to February 29, 2016 testing window. Learn how to become an Enrolled Agent with PassKey's comprehensive EA Review study program, newly revised and thoroughly updated for tax year 2014. This is an in-depth study guide for all three parts of the IRS Enrolled Agent exam. Using simple-to-understand language and numerous concrete examples, this study guide helps demystify complex tax law. More than 800 targeted study questions and answers prepare you for the EA exam offered during the May 1, 2015 to February 29, 2016 testing window. This study guide covers the following: Part 1: Taxation of individuals. Part 2: Taxation of businesses, including partnerships, corporations, sole-proprietorships, estates, and trusts. Part 3: Representation, practice, and procedures. This year's edition includes the significant provisions of the Affordable Care Act and the tangible property regulations, both of which went into effect in 2014. PassKey EA Review Complete has been rigorously vetted for accuracy by experts in the tax profession. For more study help, PassKey Publications also offers a six-part practice exam workbook with detailed answers and explanations, so you can test yourself, time yourself, and learn!

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matter where you practice. CFP Board Financial Planning Competency Handbook guides you from student to practitioner and far beyond, with the information you need when you need it.

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**enrolled agent exam study guide pdf:** *The American Psychiatric Association Practice Guideline for the Pharmacological Treatment of Patients With Alcohol Use Disorder* American Psychiatric Association, 2018-01-11 Alcohol use disorder (AUD) is a major public health problem in the United States. The estimated 12-month and lifetime prevalence values for AUD are 13.9% and 29.1%, respectively, with approximately half of individuals with lifetime AUD having a severe disorder. AUD and its sequelae also account for significant excess mortality and cost the United States more than \$200 billion annually. Despite its high prevalence and numerous negative consequences, AUD remains undertreated. In fact, fewer than 1 in 10 individuals in the United States with a 12-month diagnosis of AUD receive any treatment. Nevertheless, effective and evidence-based interventions are available, and treatment is associated with reductions in the risk of relapse and AUD-associated mortality. The American Psychiatric Association Practice Guideline for the Pharmacological Treatment of Patients With Alcohol Use Disorder seeks to reduce these substantial psychosocial and public health consequences of AUD for millions of affected individuals. The guideline focuses specifically on evidence-based pharmacological treatments for AUD in outpatient settings and includes additional information on assessment and treatment planning, which are an integral part of using pharmacotherapy to treat AUD. In addition to reviewing the available evidence on the use of AUD pharmacotherapy, the guideline offers clear, concise, and actionable recommendation statements, each of which is given a rating that reflects the level of confidence that potential benefits of an intervention outweigh potential harms. The guideline provides guidance on implementing these recommendations into clinical practice, with the goal of improving quality of care and treatment outcomes of AUD.

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bargaining table without addressing the performance of an agreement. These books make the mistaken assumption that success is determined by evaluating the negotiation rather than evaluating performance of the agreement. Similarly, the books on contract law tend to focus on the legal requirements for a contract to be valid, thus giving short shrift to the negotiation process that precedes the contract and to the performance that follows. In the real world, the contracting process is not divided into independent phases. What happens during a negotiation has a profound impact on the contract and on the performance that follows. The contract's legal content should reflect the realities of what happened at the bargaining table and the performance that is to follow. This book, in contrast to others, covers the entire negotiation process in chronological order beginning with your decision to negotiate and continuing through the evaluation of your performance as a negotiator. A business executive in one of the negotiation seminars the author teaches as a University of Michigan professor summarized negotiation as follows: "Life is negotiation!" No one ever stated it better. As a mother with young children and as a company leader, the executive realized that negotiations are pervasive in our personal and business lives. With its emphasis on practical action, and with its chronological, holistic approach, this book provides a roadmap you can use when navigating through your life as a negotiator.

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