

DECISIVE

THE WRAP PROCESS



To make better choices, we must avoid the most common decision-making biases. Being aware of these biases isn't sufficient to avoid them, but a process can help. The WRAP process can help us make better, bolder decisions.

W IDEN YOUR OPTIONS

Narrow framing leads us to overlook options. (*Teenagers and executives often make "whether or not" decisions.*) We need to uncover new options and, when possible, consider them simultaneously through multitasking. (*Think AND not OR.*) Where can you find new options? Find someone who has solved your problem. Try laddering: First look for current bright spots (*local*), then best practices (*regional*) and then analogies from related domains (*distant*).

R EALITY-TEST YOUR ASSUMPTIONS

In assessing our options, the confirmation bias leads us to collect skewed, self-serving information. To combat that bias, we can ask disconfirming questions (*What problems does the iPod have?*). We can also zoom out (*looking for base rates*) and zoom in (*seeking more texture*). And whenever possible we should ooch, conducting small experiments to teach us more. Why predict when you can know?

A TTAIN DISTANCE BEFORE DECIDING

Short-term emotion tempts us to make choices that are bad in the long term. To avoid that, we need to attain distance by shifting perspective: What would I tell my best friend to do? Or, what would my successor do? (*Or try 10/10/10.*) When decisions are agonizing, we need to clarify our core priorities—and go on the offensive for them. (*Remember the stainless steel bolts on the Navy ship.*)

P REPARE TO BE WRONG

We are overconfident, thinking we know how the future will unfold when we really don't. We should prepare for bad outcomes (*premortem*) as well as good ones (*preparade*). And what would make us reconsider our decisions? We can set tripwires that snap us to attention at the right moments. (*David Lee Roth's brown M&M, Zappos' \$1,000 offer*)