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Stop answering the question “How are you?” with “I’m busy.” In this article, based on our sold-out session at the Information Technology Alliance Fall 2016 Collaborative, you’ll learn the disciplines that will increase productivity and stop your brain from being a hamster wheel. Use these tools to stop e-mail spirals before they start, politely avoid pointless meetings, pursue the stuff you actually care about, and end the day knowing you accomplished mission-critical items.

## Barriers to Productivity

We all struggle with demands on our time. Some of these are external and work-focused- requests from colleagues, phone call interruptions, and email. But others stem from our own internal weaknesses. In our conversations with session attendees, people told us that distractions like checking social media and doing personal research tend to sneak in to the day in unstructured ways. It’s these unstructured distractions that leave us feeling out of control and wondering where the time went.

[Read the full article](#), including tips on how to feel more productive and less overwhelmed.

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