Using an ABC list helps determine the importance of each task.

- **A tasks**
  - Urgent
  - Must be done soon
  - What must be done no matter what
  - Goal to complete most critical tasks first

- **B tasks**
  - Necessary
  - Less urgent than A tasks
  - Work on after A tasks

- **C tasks**
  - Noncritical tasks
  - To be completed after all A and B tasks