Cheatography

2Do Keyboard Shortcuts Keyboard Shortcuts

by AlesRybak (AlesRybak) via cheatography.com/57003/cs/15086/

General

⌘S	Sync
⇧⌘E	Export to CSV...

Create Tasks

⌘N	New Task
^⌥N	New Sub-Task
⌥⌘N	New Project
^⌘N	New Checklist
⇧⌘N	New List

Edit

⌘Z	Undo
⇧⌘N	Cut
⌘C	Copy
⌘V	Paste
⌘⌫	Delete
⌘A	Select All
⌘D	Duplicate
⌘F	Find...
⌥⇧⌘F	Find Options...
⌥⌘F	Toggle Search Scope

View

⌘0	Inbox
⌘1	All
⌘2	Today
⌘3	Starred
⌘4	Scheduled
⌘5	Done
⌘↑	Previous List
⌘↓	Next List
⇧⌘↑	Collapse All List Groups
⇧⌘↓	Expand All List Groups
⌥⌘↑	Collapse All Projects
⌥⌘↓	Expand All Projects

View (cont)

⌥⌘→	Show/Hide Tags
J	List Jump Bar...
F	Task Find Bar...
/	Tag Search Bar...
⌘-	Decrease Font Size
⌘=	Increase Font Size

Task

⌘.	Mark As Completed
⌥⌘.	Mark As Not Completed
L	Tag...
X	Duration...
S	Star
^S	Unstar
⌘J	Toggle Focus Filter
U	Open Links
P	Perform Action in Task

Edit Task

⌘/	Edit Dates
⌘E	Edit Note
⌘R	Edit Tags
⌘;	Edit Recurrence
⌘'	Edit Alerts
⌘B	Edit Action
⌘\	Edit Priority
⌘L	Edit List

Task - Priority

0	None
1	Low
2	Medium
3	High
=	Increase Priority

Task - Due Date

D	Defer...
E	Due Time...
T	Due Today
Y	Due Tomorrow
]	Add Day
⇧]	Add Week
[	Substract Day
⇧[	Substract Week
⌥[	Remove Due Date

Task - Start Date

K	Schedule...
^T	Start Today
.	Add Day
⇧.	Add Week
,	Substract Day
⇧,	Substract Week

Move Task

M	Move
^⌘↑	Move Up
^⌘↓	Move Down

Convert

⌥⇧⌘1	Convert To a Task
⌥⇧⌘2	Convert To a Project
⌥⇧⌘3	Convert To a Checklist

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