

### Global

Create Task	T
Create Reminder	R
Open Search/Command Center	Ctrl K
Open ClickUp AI	Alt K
Open Notepad	N or P
Show/hide left sidebar	Q
Scroll to current position in left sidebar	Ctrl I

### Navigation

Go to Home	H
Go to Inbox	I
Go to Dashboards	D
Close any task or window	Esc

### Task View

Status	Shift S
Comment	Shift M
Date	Shift D
Assignee	Shift A
Assign task to self	M
Add task to LineUp	A
Timer	Shift .
Tag	Shift L
Subtask	Shift T
Priority	Shift P
Navigate between tasks in a List	Ctrl Shift ← or →

### Docs

Create a comment from selected text	Ctrl Shift M
Create a task from selected text	Alt Ctrl T
Move selected text block up or down	Alt ↑ or ↓

### Views

Assign task to self	M
Add task to LineUp	A
Clear filters	-
Navigate to List view	L

### Views (cont)

Navigate to Board view	B
Navigate to Calendar view	C
Navigate to Team view	X

### Inbox


### Tabs & Filters

Go to All tab	Shift A
Go to Important Tab	Shift I
Go to Other tab	Shift O
Go to Snoozed tab	Shift Z
Go to Cleared tab	Shift C
Toggle Assigned filter	Shift 1
Toggle @Mentions filter	Shift 2
Toggle Unread filter	Shift 3

### Navigation

Open or close notification	Enter or O
Close notification	Esc
Next notification	J or ↓
Previous notification	K or ↑
Open or close Details sidebar	] ]
Jump to top	Shift ↑
Jump to bottom	Shift ↓
Refresh inbox	Space

### Notifications

Clear or unclear	E
Clear all	Shift E
Snooze	Z
Undo last clear, unclear, or snooze	Ctrl Z
Mark as unread/read	U
Watch or stop watching	W
Add or remove from Tray	Ctrl  T



### Text Editor

Slash Commands <sup>1</sup>	/
Mention (tag) a user	@
Mention a task	@@
Mention a Doc	@@@
Edit your most recent comment (while in comment editor)	↑
Add an emoji (while in text editor) <sup>2</sup>	:
Paste text or images	Ctrl V
Hyperlink (while highlighting text)	Ctrl K
Apply last used highlighting color	Ctrl Shift H
Duplicate selected text	Ctrl D
Align text to the left	Ctrl Shift L
Align text to the right	Ctrl Shift R
Align text to the center	Ctrl Shift E
Inline code formatting	Ctrl Shift C
Create a bulleted list	Ctrl Shift 9
Create a checklist	Ctrl Shift 8
Create a numbered list	Ctrl Shift 7
Create a heading	Ctrl Shift [1 to 4]

<sup>1</sup> Works when creating tasks and when viewing tasks

<sup>2</sup> Type an emoji's name to search then press Enter to select

### Whiteboards

### File

Save a copy	Ctrl S
Open File	Ctrl O

### Tools

Upload Media	Ctrl U
Select	V
Draw	D
Eraser	E
Hand	R
Ellipse	O
Arrow	A

### Tools (cont)

Line	L
Text	T
Frame	F
Note	N
Laser	K
Undo	Ctrl Z
Redo	Ctrl Shift Z
Cut	Ctrl X
Copy	Ctrl C
Paste	Ctrl V
Select All	Ctrl A
Delete	Backspace
Duplicate	Ctrl D
Toggle dark mode	Ctrl /
Toggle focus mode	.
Toggle grid	'
Zoom in	Ctrl =
Zoom out	Ctrl -
Zoom to 100%	Ctrl 0
Zoom to fit	Ctrl 1
Zoom to selection	Ctrl 2
Bring to front	J
Bring forward	Ctrl J
Send backward	Ctrl [
Send to back	[
Group	Ctrl G
Ungroup	Ctrl Shift G
Flip horizontally	H
Flip vertically	V
Align top	Ctrl W
Align vertically	Ctrl V
Align bottom	S
Align left	A
Align horizontally	H
Align right	D

