

Create Items

New to-do	⌘ N
New to-do from clipboard	⌘ V
New checklist in to-do	⇧ ⌘ C
New Project	⌘ ⌘ N
New Heading	⇧ ⌘ N
Quick Entry	⇧ ⇧ Space
Quick Entry with Autofill	⇧ ⇧ ⌘ Space

Control windows

Open new window	⇧ ⌘ N
Show/hide sidebar	⌘ /
Show/hide toolbar	⇧ ⌘ T
Show navigation popover	⇧ ⌘ O

Edit Items

Complete Selected Item	⌘ K
Cancel Selected Item	⇧ ⌘ K

Move items

Move Item to another list	⇧ ⌘ M
Move Item up	⌘ ↑
Move item down	⌘ ↓
Move item to top of list	⇧ ⌘ ↑
Move item to top of list	⇧ ⌘ ↓

Search

Search the app	⌘ F
Find in text	⇧ ⌘ F

Edit Dates

Show When	⌘ S
Start Today	⌘ T
Start This Evening	⌘ E
Start Anytime	⌘ R
Start Someday	⌘ O
Add a Deadline	⇧ ⌘ D



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