Things 3 Cheat Sheet

by cvplover via cheatography.com/73622/cs/18562/

Create new items

⌘ + N	Create a new to-do
Space	Create a new to-do below selection
⌘ + V	Paste plain text to create new to-dos
⌘ + ⇧ + C	Create a checklist in an open to-do
⌘ + ⇧ + N	Create a new heading in a project
⌘ + ⌥ + N	Create a new project
^ + Space	Open Quick Entry
⌥ + ^ + Space	Open Quick Entry with Autofill

Edit items

↩	Open a to-do or project
⌘ + ↩	Save and close
Esc	Save and close
⌘ + D	Duplicate a to-do or project
⌘ + C	Copy a to-do or project
⌘ + V	Paste a to-do or project
⌘ + .	Complete selected items
⌘ + ⌥ + .	Cancel selected items
⌫	Delete selected items
⌘ + L	Move completed to ☐ **Logbook**

Select items

↑	Select item above
↓	Select item below
⇧ + ↑	Extend selection upwards
⇧ + ↓	Extend selection downwards
⌥ + ⇧ + ↑	Extend selection to the top
⌥ + ⇧ + ↓	Extend selection to the bottom
⌘ + A	Select everything

Move items

⌘ + ⇧ + M	Move selection to another list
⌘ + ⌥ + V	Move copied to-dos and projects
⌘ + ↑	Move selection up
⌘ + ↓	Move selection down
⌘ + ⌥ + ↑	Move selection to top of list
⌘ + ⌥ + ↓	Move selection to bottom of list

Edit dates

⌘ + S	Show ☐ **Jump Start**
⌘ + T	Start ⋆ **Today**
⌘ + E	Start ☐ **This Evening**
⌘ + R	Start ☐ **Anytime**
⌘ + O	Start ☐☐ **Someday**
^ +]	Start date +1 day
^ + [	Start date -1 day
^ + ⇧ +]	Start date +1 week
^ + ⇧ + [	Start date -1 week
⌘ + ⇧ + D	Direct access to set a Deadline
^ + .	Deadline +1 day
^ + ,	Deadline -1 day
^ + ⇧ + >	Deadline +1 week
^ + ⇧ + <	Deadline -1 week
⌘ + ⇧ + R	Make to-do or project repeating

Navigate

⌘ + 1	Go to ☐ **Inbox**
⌘ + 2	Go to ⋆ **Today**
⌘ + 3	Go to ☐ **Upcoming**
⌘ + 4	Go to ☐ **Anytime**
⌘ + 5	Go to ☐☐ **Someday**
⌘ + 6	Go to ☐ **Logbook**
⌘ + ⇧ + L	Show to-do in list
→	Enter a selected project

Navigate (cont)

←	Return to a previous list
⌥ + ↑	Scroll to top
⌥ + ↓	Scroll to bottom
⌘ + ⌥ + ^ + ↑	Navigate up in the sidebar
⌘ + ⌥ + ^ + ↓	Navigate down in the sidebar

Control Windows

⌘ + ^ + N	Open new window
⌘ + ^ + `	Cycle through open windows
⌘ + W	Close current window
⌘ + ⌥ + W	Close all windows
⌘ + /	Hide or show toolbar
⌘ + ⌥ + F	Full screen

Search

any key	Start typing to begin a search
⌘ + F	Find

Tags

⌘ + ^ + T	Open tag window
Esc	Close tag window
⌘ + ⇧ + T	Direct access to add a tag
^ + *shortcut*	Toggle a tag for selected to-do
⌥ + ^ + *shortcut*	Filter for a tag
⌘ + *click tag*	Select multiple tags
^ + Esc	Destroy previous filter

Links

⌘ + ⌥ + ↩	Open a link

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