Cheatography

Asana Keyboard Shortcuts

by enricogenauck via cheatography.com/19403/cs/2425/

Task Actions	
↲	New Task
Tab+BKSP	Delete Selected Task(s) (or: backspace when task name is empty)
Cmd+↲	Complete Selected Task(s)
Cmd+↑ / Cmd+↓	Move Up/Down
Cmd+Shift+↑ / Cmd+Shift+↓	Jump Up/Down to the next priority heading
Cmd+C	Copy Selected Tasks
Cmd+V	Paste Tasks (One per line)
Tab+M	Assign to Me
Tab+H	♥ Selected Task
Tab+Y	Mark as Today
Tab+U	Mark as Upcoming
Tab+L	Mark as Later
:	Type a colon at the end of a task name to create a priority heading
Tab+Z	Archive Completed Tasks
Tab+C	Comment on Selected Task
Tab+A	Assign Selected Task
Tab+D	Set Due Date
Tab+F	Add Follower
Tab+S	Focus Subtasks
Tab+/	Search for a project, tag, person, or task
Tab+↲	Jump to the task list

Application	
Cmd+/	Show Keyboard Shortcuts
Tab	Open Details
ESC	Close Details
Tab+X	Focus Mode
Tab+Q	Quick Add
Tab then ↲	Post Comment (From comment field)
Tab+B	Bold text

Selection	
↑/↓	Change Selection
Shift+Click	Select Range
Shift+↑ / Shift+↓	Select Range
Cmd+Click	Multi-select Individual Task

Inbox	
H	Hide Read Items
S	Show Read Items
F	Follow or Unfollow



By **enricogenauck**

cheatography.com/enricogenauck/

Published 6th August, 2014.
Last updated 12th May, 2016.
Page 1 of 1.

Sponsored by **ApolloPad.com**
Everyone has a novel in them. Finish Yours!
https://apollopad.com