Cheatography

Todoist Basic Shortcuts Keyboard Shortcuts
by kufe5 via cheatography.com/200489/cs/42351/

Global

Show/hide Todoist	Win + Alt + S
Open Quick Add	Win + Alt + Q

General

Quick Add	Q
Search	/ or F
Dismiss/Cancel	Esc
Show/Hide navigation menu	?
Open Quick Find	Ctrl + K
Print current view	Ctrl + P
Zoom in	Ctrl + Plus (+)
Zoom out	Ctrl + Minus (-)

Navigate

Open task in its project	Shift + G
Open Productivity	O then P
Open help	O then H
Open notifications	O then N
Open profile photo menu	O then U
Move focus up	K or ↑
Move focus down	J or ↓
Move focus to the right	→
Move focus to the left	←
Go to home	H, or G then H
Go to Inbox	G then I
Go to Today	G then T
Go to Upcoming	G then U
Go to labels	G then L
Go to projects	G then P
Go to section	G then /
Open settings	O then S
Open theme	O then T
Open activity log	G then A
Open Filters & Labels	G then V

Quick Add

Set a priority level	P1, P2, P3, P4
Pick a project	#
Pick a section	/
Add an assignee	+
Add a label	@

Add tasks

Add new task to the bottom of list	A
Add new task to the top of list	Shift + A
Save a newly created task and create a new one below	Enter
Save changes to an existing task and create a new task below	Shift + Enter
Save a new task or save changes to an existing one and create a new task above	Ctrl + Enter

Create and complete sub-tasks

Increase indent of focused task	Ctrl +]
Decrease indent of focused task	Ctrl + [
See/Hide sub-tasks	Shift + E

Handle tasks inside a project

Change to list/board view	Shift + V
Add section	S
Share project	Shift + S
Sort by due date	D
Sort by priority	P
Sort alphabetically	N
Sort by assignee	R
Open more project actions	W

Edit Tasks

Complete focused task	E
Complete and archive recurring task	Shift + Click the checkbox
Open task view	Enter
Edit task	Ctrl + E
Save edits	Ctrl + Enter
Set due date	T
Remove due date	Shift + T
Set priority level	1, 2, 3, 4
Change priority level	Y
Comment	C
Add label	L
Assign/reassign	Shift + R
Move to …	V
More task actions	.
Select focused task	X, or Ctrl + Click
Select multiple tasks	Ctrl + Click, or Shift + Click
Move focus to multi-select toolbar	,
Delete selected task(s)	Shift + Delete
Copy link to task	Shift + Ctrl + C
Move to the task above the task currently being edited	Ctrl + ↑
Move to the task below the task currently being edited	Ctrl + ↓

Actions in the Upcoming view

Go to today in Upcoming	Home
Next week in Upcoming	Shift + →
Previous week in Upcoming	Shift + ←