

Editing structure	
<local-leader>hN	insert heading above
<local-leader>hh	insert heading below, taking over children
<local-leader>hn	insert heading above, after children
m}	move heading down
m{	move heading up
m]]	move subtree down
m[[move subtree up
yah	yank heading
dah	delete heading
yar	yank subtree
dar	delete subtree
p	paste subtree
>> or >ah	demote header
<< or <ah	promote heading
>ar	demote subtree
<ar	promote subtree

Tags and properties	
<localleader>st	set tag

Hyperlinks	
gl	goto link
gyl	yank link
gil	insert link
gn	next link
go	prev link

Using TODO states

Multi-state workflows

You can use TODO keywords to indicate different 'sequential' states in the process of working on an item, for example:

```
:let g:org_todo_keywords = ['FEEDBACK', 'DELEGATED']
```

The vertical bar separates the TODO keywords (states that need action) from the DONE states (which need no further work). The first state provides the separator bar, the last state is used as the DONE state. With this setup, the command <S-Right> will cycle an entry from TODO to FEEDBACK, then to VERIFIED, and finally to DONE and DELEGATED.

Plain lists	
<localleader>cl or <CR>	insert plainlist item below
<localleader>cl or <C-S-CR>	insert plainlist item above

TODO lists	
<localleader>d	select keyword
<S-Left>	prev keyword
<S-Right>	next keyword
<C-S-Left>	previous keyword set
<C-S-Right>	next keyword set

Checkbox lists	
<localleader>cc or <CR>	toggle checkbox below
<localleader>cN or <C-S-CR>	insert checkbox above

Breaking tasks down into subtasks

Example: the overview over the fraction of subtasks that are already completed, insert either '[' or '%' anywhere in the headline. These keywords states that need action, working with updated each time the TODO state of a file changes. For example:

```
** TODO Call people [1/2]
* TODO Peter
* DONE Sarah
** TODO Buy food
** DONE Talk to neighbor
```

<localleader>c# Update the checkboxes status of current heading. It also update the heading status too.

Export	
<localleader>ep	export as PDF
<localleader>eb	export as beamer PDF
<localleader>eh	export as HTML
<localleader>el	export as LaTeX

Dates	
<local-leader>sa	insert date
<local-leader>si	insert inactive date
<local-leader>pa	insert date by using calendar selection
<local-leader>pi	insert inactive date by using calendar selection

Agenda	
<local-leader>caF	agenda for the week
<local-leader>cat	agenda of all TODOs
<local-leader>caA	agenda for the week for current buffer
<local-leader>caT	agenda of all TODOs for current buffer

Any headline becomes a TODO item when it starts with the word 'TODO',
for example: * TODO Write letter to Sam Fortune
<LocalLeader>ct: Rotate the TODO state of the current item among.
,-> (unmarked) -> TODO ->
DONE --.
'-----'



By **pweissbrod**

cheatography.com/pweissbrod/

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Page 1 of 2.

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