

Smart Add Codes

^	Due Date
!	Priority
#	List or Tag
@	Location
~	Start Date
*	Repeat
=	Time Estimate
+	Give To (email)
http://blah.blah	URL
//<your note here>	Note text

App Shortcuts

t	Add task/subtask
/	Search tasks
;	Show/hide navigation
.	Open More menu
?	Open shortcuts help

Navigation Shortcuts

k / j	Move up / down
h	Switch between Incomplete/Completed

Actions Shortcuts

c	Complete
p	Postpone
<shift> + p	Postpone by one day
w	Change start date
d	Change due date
f	Change repeats
e	Change estimate
!	Change priority
1	Set priority 1
2	Set priority 2
3	Set priority 3
4	Set no priority
m	Change list
s	Change tags
l	Change location

Actions Shortcuts (cont)

u	Change URL
<shift> + u	Open URL
v	Give to
b	Set reminder
r	Rename
y	Add note
<ctrl> + <enter>	Save note
i	Select task
o	Open task
z	Undo last action

Selection Shortcuts

* then a	Select all tasks
* then n	Deselect all tasks
* then t	Select due today tasks
* then o	Select due tomorrow tasks
* then v	Select overdue tasks

Jumping Shortcuts

g then i	Go to Inbox
g then a	Go to All Tasks
g then t	Go to Today
g then o	Go to Tomorrow
g then w	Go to This Week
g then v	Go to Given to others
g then d	Go to Trash
g then f	Go to favorites
g then m	Go to list
g then c	Go to contact
g then s	Go to tag
g then l	Go to location

Date and Time Formats

Today	Today (tod also works)
Tomorrow	Tomorrow (tom also works)
Yesterday	Yesterday
25 Apr	April 25 this year (unless April 25 has passed, in which case it assumes next year)

Date and Time Formats (cont)

Apr 25	April 25 this year (unless April 25 has passed, in which case it assumes next year)
04/25/2016	April 25, 2016
25/04/2016	April 25, 2016
2016/04/25	April 25, 2016
2016-04-25	April 25, 2016
25th	25th day of the current month
End of month	Last day of the current month
Friday	The next Friday to occur
Next Friday	The second Friday to occur
Fri at 7pm	Friday at 7:00pm
Fri @ 7pm	Friday at 7:00pm
6pm	Today at 6:00pm (unless 6:00pm has passed, in which case it assumes tomorrow)
18:00	Today at 6:00pm (unless 6:00pm has passed, in which case it assumes tomorrow)
5 hours	5 hours from now
2 days	2 days from now
3 weeks	3 weeks from now

From: [What format can I enter dates and times in?](#)

"Many other formats work too, so if you're not sure, just try it out!"



By **Roger Baas** (roger.baas)
cheatography.com/roger-baas/

Published 21st February, 2017.
Last updated 28th February, 2017.
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Repeat Interval Formats

Repeat 'Every...'

These tasks repeat every time, whether you complete them or not.

Every Tuesday

Every Monday and Wednesday

Every day

Every weekday

Every week

Every 2 weeks

Every week until 1/1/2018

Every week for 20 times

Every month

Every month on the 4th

Every month on the last day

Every month on the first weekday

Every month on the second weekend day

Every month on the 3rd Tuesday

Every month on the last Monday

Every month on the 2nd last Friday

Every 6 months

Every year

Every year on the last day of January

Every year on the first weekday of January

Every year on the second weekend day of January

Repeat 'After...'

These tasks only repeat after you've completed them.

After 5 days

After a week

After 6 months

After a year

A note about task properties

Tasks that repeat 'Every' create a task series: task properties and notes are common across all instances of the task.

Tasks that repeat 'After' work a bit differently: these do not create a task series, but rather create a new, independent task each time a task is generated.



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