

Shortcuts for anywhere

Ctrl+Click, Shift+Click	Select and update multiple tasks
q	Quickly add task
a, A	Add new item to bottom, top
/	Move focus to query box
u	Undo last action, if possible

Date Macros

today	alt: tod
tomorrow	alt: tom
next month	1st of next month
jan 27	next January 27th
 27/1	
 27 jan	
01/27/2016	January 27th, 2016
27th	27th of current month
mid January	January 15th
end of month	last day of current month
today at 10	10 am
tom at 16:00	tomorrow at 4pm
 tomorrow	
at 4pm	
6pm	next 6pm (today or tomorrow)
5 days	alt: +5
3 weeks,	3 weeks, 3 hours
3 hours	
2 hours	2 hours from now
1 week from	The Tuesday after the
tues	following Tuesday

Shortcuts for Project View

s	Sort by date
p	Sort by priority
r	Sort by responsible

Shortcuts when editing

Esc	Cancel current edit
Enter	Save current and append
Ctrl+Enter	Save current and prepend
Shift+Enter	Save edited item and append
Ctrl+LeftArrow, Ctrl+RightArrow	Outdent, Indent (inside projects only)
Ctrl+UpArrow, Ctrl+DownArrow	Save current and edit item above, below
Ctrl+M	Add new Quick Comment
@	Define label for task
#	Define project for task
+	Define assignee for task

Filter Macros

@home	Show all with <i>@home</i> label
(today overdue) & @home	Show all overdue or due today with <i>@home</i> label
7 days & @home	Show next 7 days of items with <i>@home</i> label
no labels	Show all tasks without labels
over due	Overdue
view all	Show all projects and their active items
priority 1 p1	Show all Priority 1
:all & 7 days	Show all tasks for next 7 days
:to me & 7 days	Show all tasks assigned to me for next 7 days
:to others & 7 days	Show all tasks assigned to others for next 7 days
p:projectname	Show all tasks for <i>projectname</i>

Date Recurrence

every day daily	Daily starting today
every morning, evening	Daily at 9a, Daily at 7p
every weekday	Mon-Fri
ev monday, friday every mon, fri	Every Monday and Friday
every 3 days	Every three days, starting today
every week, weekly	Weekly, starting today
every month, monthly	Monthly, starting today
every 3rd friday	3rd Friday of every month
every 27, every 27th	27th of every month
every jan 27th	Every January 27th
every three months starting 10 april	Due date 3 months from Apr 10
every! three months starting 10 april	Due date 3 months from last completion date

Boolean Operators

@work @office	Show all labeled with <i>@home</i> or <i>@office</i>
(today overdue) & @home	Show all overdue or due today that are labeled with <i>@home</i>
7 days & @home	Show next 7 days of tasks labeled <i>@home</i>
overdue 7 days) & priority 1	Show p1 tasks that are overdue or due in next 7 days
7 days & !@home	Show next 7 days of tasks <i>without</i> the <i>@home</i> label



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