Windows Productivity Cheat Sheet

Small improvements compound into a big impact — Reduce RSI, distribute the workload

Core Philosophy

Principles:
- 1–2 keystrokes to any app
- Minimize mouse usage
- Reduce friction

Essential Shortcuts

Launch & Switch Apps

`Win` — Start menu — type to search
`Win` + `1-9` — Launch/show app. 1-9 maps to order in taskbar
`Win` + `Shift` + `1-9` — Launch new instance
Hold `Win`, tap `1-9` — Cycle that app's windows
`Alt` + `Tab` — Switch apps
`Alt` + `Space` — Command Palette—run commands and apps

Window Controls

`Win` + `Left` — Snap window left
`Win` + `Right` — Snap window right
`Win` + `Up` — Maximize window
`Win` + `Down` — Minimize window
`Win` + `Shift` + `Left/Right` — Move window to adjacent monitor
`Win` + `D` — Show desktop
`Alt` + `F4` — Close window

Misc.

`Win` + `V` — Clipboard history
`Win` + `.` — Emoji panel

Browser Productivity

Tab Navigation

`Ctrl` + `T` — New tab
`Ctrl` + `W` — Close tab
`Ctrl` + `Shift` + `T` — Reopen last closed tab
`Ctrl` + `Tab` — Next tab
`Ctrl` + `1-9` — Jump to tab (9 selects last tab)
`Ctrl` + `L` — Focus address bar
`Alt` + `O` — Okta apps launcher

Page Actions

`Ctrl` + `D` — Bookmark page
`Ctrl` + `R` — Refresh
`Ctrl` + `F` — Find on page
`F11` — Toggle fullscreen
`F12 / Ctrl` + `Shift` + `I` — Open DevTools

Microsoft Teams

`Ctrl` + `.` — Show shortcuts
`Ctrl` + `Shift` + `M` — Mute or unmute
`Ctrl` + `Shift` + `O` — Toggle camera
`Ctrl` + `E` — Search
`Ctrl` + `G` — Go to channel
`Ctrl` + `/` — Show slash commands

File Explorer

`Ctrl` + `L` — Focus address bar
`Alt` + `Left` — Back
`Alt` + `Right` — Forward
`Alt` + `Up` — Parent directory
`Ctrl` + `Shift` + `N` — Create new folder
`F2` — Rename item

PowerToys

Open source utilities from Microsoft

`Alt` + `Space` — Command Palette—run commands and apps
`Win` + `Shift` + `C` — Color Picker
`Win` + `Shift` + `M` — Screen Ruler
`Win` + `Shift` + `` ` `` — FancyZones editor
FancyZones — Create layouts for windows
Keyboard Manager — Remap keys and create shortcuts
...and more!

Window Managers

Stop manually arranging windows! Steeper learning curve

Open Source Tiling window managers
- **GlazeWM** - i3-inspired, YAML config
- **Komorebi** - BSP tiling, advanced

Created by Adam Tarantino

macOS Productivity Cheat Sheet

Master Your Keyboard, Maximize Your Efficiency

Core Philosophy

Principles:
- 1–2 keystrokes to any app
- Direct navigation > search
- Minimize mouse usage
- Both hands working
- Reduce cognitive load
- Optimize the 99%

Essential Shortcuts

Launch & Switch Apps
`Cmd` + `Space` — Spotlight or Alfred
`Cmd` + `Tab` — Switch apps
`Cmd` + `~` — Switch windows in app
`Cmd` + `H` — Hide window
`Cmd` + `Q` — Quit app

Window Controls
`Cmd` + `M` — Minimize
`Ctrl` + `Cmd` + `F` — Toggle fullscreen
`F11` — Show desktop
`F4` — Launchpad

Spaces & Mission Control
`Ctrl` + `Left/Right` — Switch between spaces
`Ctrl` + `Up` — Mission Control
`Ctrl` + `Down` — Application windows
`F3` — Show all windows

Browser Productivity

Tab Navigation
`Cmd` + `T` — New tab
`Cmd` + `W` — Close tab
`Cmd` + `Shift` + `T` — Reopen last closed tab
`Cmd` + `Shift` + `]` — Next tab
`Cmd` + `Shift` + `[` — Previous tab
`Cmd` + `1-9` — Jump to tab
`Cmd` + `L` — Focus address bar

Page Actions
`Cmd` + `D` — Bookmark page
`Cmd` + `R` — Refresh
`Cmd` + `F` — Find on page
`Ctrl` + `Cmd` + `F` — Toggle fullscreen
`Cmd` + `Opt` + `I` — DevTools (Enable Develop menu in Safari)

Microsoft Teams

`Cmd` + `Shift` + `M` — Mute or unmute
`Cmd` + `Shift` + `O` — Toggle camera
`Cmd` + `E` — Search
`Cmd` + `.` — Show shortcuts

Window Managers

Stop manually arranging windows!

Tiling window managers
- **Aerospace** - i3-like, fast
- **yabai** - Advanced, with skhd
- **Amethyst** - Xmonad-inspired
- **Rectangle** - Simple snapping

Bonus for Developers

Power tools and Vimium shortcuts

Developer Essentials

Terminal Multiplexer: tmux

`tmux new -s name` — New session
`Ctrl` + `B, D` — Detach
`tmux attach` — Reattach
`Ctrl` + `B, C` — New window
`Ctrl` + `B, %` — Split vertical
`Ctrl` + `B, "` — Split horizontal

Fuzzy Finder: FZF

`Ctrl` + `R` — Search history
Type `**` then press `Tab` — File completion
`Alt` + `C` — cd to directory
Integrates with Vim, Git, tmux!

Vim Motions

`hjkl` — Navigate
`w/b` — Word forward/back
`f/t` — Find/till character
`ci"` — Change inside quotes
`dd/yy/p` — Delete/yank/paste

Power Tools

JSON: jq

`jq '.'  file.json` — Pretty print
`jq '.field' data.json` — Extract
`jq '.[]' array.json` — Iterate

Text Processing: sed

`sed 's/old/new/g'` — Replace all
`sed '/pattern/d'` — Delete lines
`sed -n '5,10p'` — Print range

Find Files: find

`find .  -name "*.js"` — By name
`find .  -type d` — Directories
`find .  -mtime -7` — Recent

Parallel Processing

`xargs -P 4` — 4 parallel jobs
`parallel -j +0` — Use all cores

Vimium

Navigating the page

`j` Scroll down
`k` Scroll up
`gg` Scroll to the top
`G` Scroll to the bottom
`d` Scroll half page down
`u` Scroll half page up
`r` Reload the page
`yy` Copy URL to clipboard
`p` Open clipboard URL (current tab)
`P` Open clipboard URL (new tab)
`f` Open link (current tab)
`F` Open link (new tab)
`gi` Focus first text input

Find & Search

`/` Enter find mode
`n` Next find match
`N` Previous find match
`o` Open URL/bookmark/history
`O` Open in new tab
`b` Open bookmark
`B` Open bookmark (new tab)
`T` Search open tabs

Tabs & History

`t` New tab
`J` Go one tab left
`K` Go one tab right
`g0` First tab
`g$` Last tab
`yt` Duplicate tab
`x` Close tab
`X` Restore closed tab
`H` Back in history
`L` Forward in history
`?` Show help