

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