

# macOS 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

- Cmd + Space — Spotlight / Raycast / Alfred
- Cmd + ~ — Cycle that app's windows
- Cmd + Tab — Switch apps

Alternative: *AltTab* [github.com/lwouis/alt-tab-macos](https://github.com/lwouis/alt-tab-macos)

### Window Controls

- Ctrl + Cmd + F — Toggle fullscreen
- Cmd + M — Minimize
- Cmd + H — Hide window
- Cmd + Q — Quit app

### Rectangle [github.com/rxhanson/Rectangle](https://github.com/rxhanson/Rectangle)

- Ctrl + Opt + Left/Right — Snap window left/right
- Ctrl + Opt + Enter — Maximize window

### Raycast [raycast.com](https://raycast.com)

**Tip:** Enable Hyper key in settings and assign hotkeys

- Hyper + Left/Right — Snap window left/right
- Hyper + Up — Maximize window

### Misc.

- Ctrl + Cmd + Space — Emoji & symbols

## Browser Productivity

### Tab Navigation

- Cmd + T — New tab
- Cmd + W — Close tab
- Cmd + Shift + T — Reopen last closed tab
- Ctrl + Tab — Next tab (Chrome/Firefox)
- Cmd + Shift + ] — Next tab (Safari)
- 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
- F12 / Ctrl + Shift + I — Open DevTools

## Microsoft Teams

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

## Finder

- Cmd + Shift + N — New folder
- Cmd + Shift + G — Go to folder
- Cmd + Up — Parent folder
- Cmd + Down — Open selected item
- Cmd + [ — Back
- Cmd + ] — Forward
- Cmd + Delete — Move to trash
- Space — Quick Look
- Enter — Rename selected item
- Cmd + Opt + P — Toggle Path Bar
- Cmd + Opt + T — Toggle Toolbar
- Cmd + Opt + S — Toggle Sidebar

## Raycast

Suite of productivity tools [raycast.com](https://raycast.com)

- Cmd + Space — Launch Raycast (rebind from Spotlight)
- App launcher, window mgmt, keyboard shortcuts
- Alternatives: *Alfred*, *Maccy*

## Window Managers

Stop manually arranging windows! Steeper learning curve

### Open Source Tiling window managers

- **Aerospace** - i3-like, keyboard-driven
- **yabai** - BSP tiling, advanced features