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