

# 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/louis/alt-tab-macos](https://github.com/louis/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