

S

add task	Tab	Q
selected task(s)	Tab	Bksp
lete selected task(s)	⌘	↵
ie date	Tab	D
n to me	Tab	M
n selected task(s)	Tab	A
	Tab	H
ment on task	Tab	C
ollowers	Tab	F
ig	Tab	T
ask to project(s)	Tab	P
ubtask(s)	Tab	S
ull screen	Tab	X

asks

as Today	Tab	Y
as Upcoming	Tab	U
as Later	Tab	L

K

up/down	K	/	J
to Activity tab	H		
to Archive tab	S		
r or unfollow	F		
e notification	I		
back to Inbox	U		

Task Actions

Create a new task	
Change selected task	↑
Move selected task(s) up/down	⌘ ↑ / ⌘
Jump to next/previous section	⌘ ⬆ ↑ / ⌘ ⬇
Multi-select individual tasks	⌘ C
Multi-select tasks in order	⬆ ↑ / ⬇
Copy selected task(s)	⌘
Paste tasks (one per line)	⌘
Create a section (add a colon at the end of a task name)	
Jump to the task list	Tab

Text Formatting

Bold	⌘
Italics	⌘
Underline	⌘
Monospace	⌘ ⬇
Numbered list	⌘ ⬇
Bulleted list	⌘ ⬇
Increase list indent	⌘
Decrease list indent	⌘

Other

Quick add conversation	Tab
Open right pane	
Close right pane	
Search projects, tasks, people, conversations or tags	Tab