

# Todoist Keyboard Shortcuts

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## Windows

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### Global shortcuts

These shortcuts can be used from anywhere on your computer as long as Todoist for Windows 10 is open.

ACTION	SHORTCUT
Show/hide Todoist	<b>Alt + -</b>
Open task Quick Add	<b>Calculator Key</b>

### Quick Add

Type these shortcuts into the task field to quickly add details like project, priority level, and assignee.

ACTION	SHORTCUT
Add a label	<b>@</b>
Pick a project	<b>#</b>
Pick a section	<b>/</b>
Add an assignee	<b>+</b>
Set a priority level	<b>p1, p2, p3, p4</b>

### General

ACTION	SHORTCUT
Open or close menu	<b>m</b>
Go to <a href="#">Home view</a>	<b>h</b>
Select and change multiple tasks at once	<b>Ctrl + left-click</b> or <b>Shift + left-click</b> on multiple tasks
Add a task (with <a href="#">Quick Add</a> )	<b>q</b>
Add a task at the bottom of the list	<b>a</b>
Add a task at the top of the list	<b>A</b>
Add a section	<b>s</b>
Open search	<b>/</b> or <b>f</b>
Switch to the <a href="#">Board</a> view	<b>Shift + v</b>

## Adding and editing tasks

These shortcuts only work when your cursor is in the task. The shortcut actions are different depending on whether you're creating a brand-new task or editing an existing one.

ACTION	SHORTCUT
Edit task name	<b>Alt + click</b>
Cancel current changes	<b>Esc</b>
Save a newly created task and create a new one below it	<b>Enter</b>
Save changes to an existing task and create a new task below it	<b>Shift + Enter</b>
Save a new task or save changes to an existing one and create a new task above it	<b>Ctrl + Enter</b>
Move to the task above the task currently being edited	<b>Ctrl + ↑</b>
Move to the task below the task currently being edited	<b>Ctrl + ↓</b>

## Creating and completing sub-tasks

ACTION	SHORTCUT
Increase task indent (only works inside projects)	<b>Ctrl + →</b>
Decrease task indent (only works inside projects)	<b>Ctrl + ←</b>

This is only available in the list view.

## Sorting tasks inside a project

These shortcuts only work in projects.

ACTION	SHORTCUT
Sort by date	<b>d</b>
Sort by priority	<b>p</b>
Sort by name	<b>n</b>
Sort by assignee	<b>r</b>

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## iOS

### Quick Add

ACTION	SHORTCUT
Add a label	<b>@</b>
Pick a project	<b>#</b>
Pick a section	<b>/</b>
Add an assignee	<b>+</b>
Set a priority level	<b>p1, p2, p3, p4</b>

### General

ACTION	SHORTCUT
Open Task Quick Add	⌘ + N
Go to <a href="#">Home view</a>	h
Create a new project	Shift + ⌘ + P
Create a new label	Shift + ⌘ + L
Create a new filter	Shift + ⌘ + F
Open the Inbox	⌘ + 1
Open the Team Inbox	Shift + ⌘ + 1
Open Today	⌘ + 2
Open Upcoming	⌘ + 3
Expand/collapse the projects list	⌘ + 4
Expand/collapse the labels list	⌘ + 5
Expand/collapse the filters list	⌘ + 5
Open Search	⌘ + F
Open Settings	⌘ + ,
Manually sync	⌘ + S

## Sorting tasks inside a project

ACTION	SHORTCUT
Sort by date	⌘ + d
Sort by priority	⌘ + p
Sort by name	⌘ + n
Sort by assignee	⌘ + r

## Web

### Quick Add

Type these shortcuts into the task field to quickly add details like project, priority level, and assignee.

ACTION	SHORTCUT
Add a label	@
Pick a project	#
Pick a section	/
Add an assignee	+
Set a priority level	p1, p2, p3, p4

## General

ACTION	SHORTCUT
Open or close menu	m
Go to <a href="#">Home view</a>	h
Select and change multiple tasks at once	Ctrl + left-click (Windows), ⌘ + left-click (macOS) or Shift + left-click on multiple tasks
Add a task (with <a href="#">Quick Add</a> )	q
Add a task at the bottom of the list	a
Add a task at the top of the list	A
Add a section	s
Open search	/ or f
Switch to the <a href="#">Board</a> view	Shift + v

## Adding and editing tasks

These shortcuts only work when your cursor is in the task. The shortcut actions are different depending on whether you're creating a brand-new task or editing an existing one.

ACTION	SHORTCUT
Edit task name	<b>Alt + click</b> or <b>⌘ + click</b> (macOS)
Cancel current changes	<b>Esc</b>
Save a newly created task and create a new one below it	<b>Enter</b>
Save changes to an existing task and create a new task below it	<b>Shift + Enter</b>
Save a new task or save changes to an existing one and create a new task above it	<b>Ctrl + Enter</b>
Move to the task above the task currently being edited	<b>Ctrl + ↑</b>
Move to the task below the task currently being edited	<b>Ctrl + ↓</b>

## Creating and completing sub-tasks

ACTION	SHORTCUT
Increase task indent (only works inside projects)	<b>Ctrl + →</b>
Decrease task indent (only works inside projects)	<b>Ctrl + ←</b>

## Sorting tasks inside a project

These shortcuts only work in projects.

ACTION	SHORTCUT
Sort by date	<b>d</b>
Sort by priority	<b>p</b>
Sort by name	<b>n</b>
Sort by assignee	<b>r</b>