ORG-MODE TODO MANAGEMENT

CHEAT SHEET

April 13, 2025

Basic TODO Operations

Action	Command
Create a TODO	* TODO Task description
Cycle TODO states	C-c C-t
Direct to TODO state	C-c C-t t
Direct to DONE state	C-c C-t d
Insert new TODO	M-Shift-RET
Toggle checkbox	C-c C-c

TODO Customization (init.el)

```
;; Custom TODO states
(setq org-todo-keywords
      '((sequence "TODO(t)" "IN-PROGRESS(p)"
                  "WAITING(w)" "DONE(d)")))

;; Different colors for states
(setq org-todo-keyword-faces
      '(("TODO" . org-warning)
        ("IN-PROGRESS" . "orange")
        ("WAITING" . "purple")
        ("DONE" . "green")))
```

Priorities & Tags

Action	Command
Set priority	* TODO [#A] Task
Cycle priority	C-c ,
Add tags	* TODO Task :work:urgent:
Set/edit tags	C-c C-q

Dates & Scheduling

Action	Command
Set deadline	C-c C-d
Schedule task	C-c C-s
Add timestamp	C-c .
Add time range	C-c C-x C-r
Change date at point	S-<arrow>

Checkboxes

Action	Command
Create checkbox	- [ ] Subtask
Toggle checkbox	C-c C-c
Create checkbox list stats	[/] or [%]

Example:

```
- [ ] Task [0/2] [0%]
  - [ ] Subtask A
  - [ ] Subtask B
```

Viewing & Finding TODOs

Action	Command
Agenda menu	C-c a
Today's agenda	C-c a t
Weekly agenda	C-c a a
All TODOs	C-c a T
Match by tag	C-c a m
Sparse tree of TODOs	C-c / t
Filter by tag	/ then t in agenda

Structure & Navigation

Action	Command
Fold/unfold subtree	TAB
Global fold/unfold	Shift-TAB
Move subtree up/down	M- / M-
Promote/demote heading	M- / M-
Promote/demote subtree	M-S- / M-S-

Clocking Time

Action	Command
Clock in	C-c C-x C-i
Clock out	C-c C-x C-o
Display clock report	C-c C-x C-r

Batch Processing

Action	Command
Bulk state change	Mark (m) then B s
Archive done tasks	C-c C-x C-a
Refile task	C-c C-w

Example TODO Structure

```
* Projects
** TODO Implement New Feature [#A] :project:
   DEADLINE: <2025-03-15 Sat>
   - [ ] Research [0/2]
     - [ ] Review documentation
     - [ ] Check GitHub issues
   - [ ] Write tests
   - [ ] Document approach
** IN-PROGRESS Refactor Login System :maintenance:
   SCHEDULED: <2025-03-12 Wed>
```