



MeisterTask (Windows) cheat sheet

Global

N	Add Task
Ctrl + K	Quick Switcher
Ctrl + Shift + K or Ctrl + Shift + F	Search
Ctrl + Shift + L	Open Dashboard
Ctrl + Shift + O	Open Agenda
?	Help
/	Keyboard Shortcuts

Task dialog

E	Edit name
N	Edit notes
A	Assign Task
Shift + A	Assign Task to me
W	Watchers
Shift + W	Watch Task
T	Add / remove Tags
R	Add Task Relation
W	Watchers
Shift + W	Watch Task
T	Add / remove Tags
D	Set Due Date
C	Complete Task
Shift + C	Archive Task
S	Add / remove Pins
M	Open menu
-	Show all attachments
Del or Ctrl + Backspace	Trash Task
Left arrow / Right arrow	Open previous / next Task

Appearance

-	Show/hide inline thumbnails
;	Show/hide tags on task tiles
:	Show/hide indicators on task tiles

Project view

Shift + Wheel up and wheel down	Scroll horizontally
I	Open Project properties
P	Open Project switcher
Shift + F	Show / hide Sidebar
Q	Show only my Tasks
U	Show only unassigned Tasks
X	Clear filter

Selection

Ctrl + Left click	Select Task
Up arrow or K	Move selection up
Down arrow or J	Move selection down
Shift + Up arrow / Down arrow	Add to selection, up / down
Esc	Clear selection

Actions

Tab	Create Task below selection
Esc	Clear selection
A	Assign selected task(s)
Shift + A	Assign selected task(s) to me

Single selection

Enter	Open selected Task
Del or Ctrl + Backspace	Trash selected Task
E	Edit selected Task title
C	Complete selected Task
Shift + C	Archive selected Task

Multi selection

W	Add Watchers to selected Tasks
T	Add Tags to selected Tasks
D	Set Due Date of selected Tasks

Source: MeisterTask support page

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More information: defkey.com/af/meistertask-2022-shortcuts

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