

ClickUp (Windows) cheat sheet

General

These shortcuts can be used almost anywhere in your Workspace:

Esc	Close a task or window
Ctrl + K	Command Center
Ctrl + B	Open Billing page
H	Home
Space	Load new notifications
P	Notepad
R	Create a reminder
S	Open the Search and Command Center modal
Q	Show or hide Sidebar
T	Create a task

These shortcuts can be used from Comments, Docs, Whiteboard, Columns, Chat view, text block Dashboard widgets, and Notepad:

@	@mention a person
@ then @	@mention a task
@ then @ then @	@mention a doc
- then >	Insert an arrow → into text
Ctrl + A	Select all characters in a code block
Up arrow	Edit your most recent comment
:	Open emoji menu
Ctrl + K	Highlight text to add a link
Left click + Ctrl	Open a hyperlink in a new tab

Use these shortcuts from tasks and subtasks:

M	(from the task or while hovering over the task in List/Board view) Assign a task to yourself
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Paste a list of text into an empty subtask. Each line becomes a new, separate subtask.: Bulk create subtasks

3	(Save the task and press 3) Copy URL, new task
2	(Save the task and press 2) Move to tray, new task
1	(Save the task and press 1) Open, new task
Ctrl + Shift + Left arrow / Right	(from the task) Navigate to next task

arrow

Views

D	Dashboard view
-	Clear filter from your current view.
B	Board view: Navigate to
X	Box view: Navigate to
C	Calendar view: Navigate to
L	List view: Navigate to

Docs

Ctrl + Shift + M	Create a comment from your selected text
Ctrl + Shift + T	Create a task from your selected text
Ctrl + Shift + H	Highlight a text block
Ctrl + D	Duplicate a text block

Desktop application

Ctrl + E	Quick create new task
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More information: defkey.com/clickup-windows-shortcuts

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