



# Todoist (Windows) cheat sheet

## General

Q	Quick Add
/ or F	Search
Esc	Dismiss/Cancel
M	Show/Hide navigation menu
?	Show keyboard shortcuts
Ctrl + K	Open command menu
Ctrl + P	Print current view
Ctrl + Shift + =	Zoom in
Ctrl + -	Zoom out

## Global

Global shortcuts will still work when Todoist is not in focus.

Win + Alt + S	Show/hide Todoist
Win + Alt + Q	Open Quick Add

## Quick Add

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

## P1, P2, P3, P4: Set a priority level

#	Pick a project
/	Pick a section
+	Add an assignee
@	Add a label

## Navigation

Shift + G	Open task in its project
O then P	Open Productivity
O then H	Open help
O then N	Open notifications
O then U	Open profile photo menu
K or Up arrow	Move focus up
J or Down arrow	Move focus down
Right arrow	Move focus to the right
Left arrow	Move focus to the left
H or G then H	Go to home
G then I	Go to Inbox

G then Shift + I Go to Team Inbox

G then T Go to Today

G then U Go to Upcoming

G then L Go to labels

G then P Go to projects

G then / Go to section

O then S Open settings

O then T Open theme

G then A Open activity log

G then V Open Filters & Labels

## Add tasks

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

A Add new task to the bottom of list

Shift + A Add new task to the top of list

Enter Save a newly created task and create a new one below

Shift + Enter Save changes to an existing task and create a new task below

Ctrl + Enter Save a new task or save changes to an existing one and create a new task above

## Edit Tasks

E Complete focused task

Shift + Left click (click the checkbox) Complete and archive recurring task

Enter Open task view

Ctrl + E Edit task

Ctrl + Enter Save edits

T Set due date

Shift + T Remove due date

1 or 2 or 3 or 4 Set priority level

Y Change priority level

C Comment

L Add label

Shift + R Assign/reassign

V	Move to...
.	More task actions
X or Ctrl + Left click	Select focused task
Ctrl + Left click or Shift + Left click	Select multiple tasks
,	Move focus to multi-select toolbar
Shift + Del	Delete selected task(s)
Shift + Ctrl + ,	Copy link to task
Ctrl + Up arrow	Move to the task above the task currently being edited
Ctrl + Down arrow	Move to the task below the task currently being edited

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## Create and complete sub-tasks

Ctrl + ]	Increase indent of focused task
Ctrl + [	Decrease indent of focused task
Shift + E	See/Hide sub-tasks

Note: The above shortcuts are only available in list view, when a task is focused.

## Handling tasks inside a project

These shortcuts only work in projects.

Shift + V	Change to list/board view
S	Add section
Shift + S	Share project
D	Sort by due date
P	Sort by priority
N	Sort alphabetically
R	Sort by assignee
W	Open more project actions

## Upcoming view

Home	Go to today in Upcoming
Shift + Right arrow	Next week in Upcoming
Shift + Left arrow	Previous week in Upcoming
O then M	Open month picker in Upcoming

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More information: [defkey.com/fi/todoist-windows-](https://defkey.com/fi/todoist-windows-)