



Asana cheat sheet

My Tasks

Tab + Y	Mark as Today in your My Tasks
Tab + U	Mark as Upcoming in your My Tasks
Tab + L	Mark as Later in your My Tasks

Inbox

K or J	Move Up/Down
H	Jump to Inbox tab
S	Jump to Archive tab
F	Follow or Unfollow
I	Archive
U	Move to Inbox

Task Actions

Enter	New Task
Tab + Backspace	Delete Selected Task(s)
Backspace	Delete current task (when task name is empty)
Ctrl + Enter	Complete Selected Task(s)
Ctrl + Up arrow / Down arrow	Move Up/Down
Ctrl + Shift + Up arrow / Down arrow	Jump Up/Down to the next Section
Ctrl + C	Copy Selected Tasks
Ctrl + V	Paste Tasks (One per line)
Tab + M	Assign to Me
Tab + H	Like a Selected Task
:	Type a colon at the end of a task name to create a Section

Navigation

Tab + Z	Navigate to My Tasks
Tab + I	Navigate to Inbox
Tab + C	Comment on Selected Task
Tab + A	Assign Selected Task
Tab + D	Set Due Date
Tab + F	Add Follower
Tab + T	Add a tag to the task

Tab + S	Focus Subtasks
Tab + /	Search for a project, tag, person, or task

Selection

Up arrow / Down arrow	Change Selection
Shift + Left click or Shift + Up arrow / Down arrow	Select Range
Ctrl + Left click	Multi-select Individual Task

Application

Ctrl + /	Show Keyboard Shortcuts
Tab	Expand the right pane
Esc	Collapse the right pane
Tab + X	Enter Focus Mode
Tab + Q	Quick Add
Tab + Enter	Post Comment (From comment field)
Tab + B	What it sounds like

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More information: defkey.com/ja/asana-shortcuts

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