

# Remember the Milk cheat sheet

## Jumping

G then I	Go to Inbox
G then A	Go to All Tasks
G then T	Go to Today
G then O	Go to Tomorrow
G then W	Go to This Week
G then V	Go to Given to others
G then D	Go to Trash
G then M	Go to list
G then C	Go to contact
G then S	Go to tag
G then L	Go to location

## Application

T	Add a new item to the current list
/	Search tasks
;	Show/hide navigation
.	Open More menu
?	Open shortcuts help

## Selection

* then A	Select All
* then N	Select None
* then T	Select Today
* then O	Select Tomorrow
* then V	Select Overdue

## Navigation

K	Move Up
J	Move Down
H	Switch between Incomplete/Completed

## Actions

C	Complete the selected task/s
P	Postpone the selected task/s if they have a due date
Shift + P	Postpone the selected task/s by one day if they have a due date

W	Change the start date of the selected task
D	Change the due date of the selected task
F	Change the repeat of the selected task
E	Change the time estimate of the selected task
!	Change the priority of the selected task/s
1	Set the priority of the selected task/s to 1
2	Set the priority of the selected task/s to 2
3	Set the priority of the selected task/s to 3
4	Set the selected task/s to have no priority
M	Change the list for the selected task/s
S	Change the tags for the selected task/s
L	Change the location for the selected task
U	Change the URL for the selected task
Shift + U	Open the URL for the selected task in your browser
V	Give the selected task/s to a contact
B	Set a reminder for the selected task
R	Rename the selected task
Y	Add a note to the selected task
Ctrl + Enter or Cmd + Enter	Save a task's note when editing it
I	When on a list, select an task
O	When in single-pane view, open a task's details
Del	Delete the currently selected task(s)
Z	Undo the last action

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More information: [defkey.com/remember-the-milk-shortcuts](https://defkey.com/remember-the-milk-shortcuts)

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