# 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 |

*Last modification: 11/11/2019 8:10:32 PM*

More information: defkey.com/remember-the-milk-shortcuts

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