



Todoist (iOS) cheat sheet

Quick Add

These shortcuts can be typed into the task field to quickly add details like project, priority level, and assignee.

@	Add a label
#	Pick a project
/	Pick a section
+	Add an assignee
P1, P2, P3, P4: Set a priority level	

General

Cmd + N	Open Task Quick Add
H	Go to Home view
Shift + Cmd + P	Create a new project
Shift + Cmd + L	Create a new label
Shift + Cmd + F	Create a new filter
Cmd + 1	Open the Inbox
Shift + Cmd + 1	Open the Team Inbox
Cmd + 2	Open Today
Cmd + 3	Open Upcoming
Cmd + 4	Expand/collapse the projects list
Cmd + 5	Expand/collapse the labels list
Cmd + 5	Expand/collapse the filters list
Cmd + F	Open Search
Cmd + ,	Open Settings
Cmd + S	Manually sync

Sorting tasks inside a project

Option + D	Sort by date
Option + P	Sort by priority
Option + N	Sort by name
Option + R	Sort by assignee

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More information: defkey.com/todoist-ios-shortcuts

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