

Todoist cheat sheet

Task Quick Add

Type these shortcuts into task field. They work on any platform (web, desktop, and mobile).

@	Add a label
#	Pick a project
+	Add an assignee
Type p1, p2, p3, p4: Set a priority level	
Ctrl + M	Add a comment to a newly created task (web, macOS, & Windows legacy only)
Alt + Enter	Save and go to comments (Windows 10 only)
Tab	Open full task editor (Windows 10 only)

General

These shortcuts can be used anywhere in the app.

Ctrl + Left click or Shift + Left click	Select and change multiple tasks at once
(Use M to enter multi-select mode in Windows 10)	
Q	Add task
A	Add new task at the bottom of the list
Shift + A	Add new task at the top of the list
/ or F	Open search
Ctrl + F	Open search (Windows 10)
U	Undo last action
F5	Manually sync (Windows 10 only)
Home	Navigate to default page (Windows 10 only)
Page Up	Navigate back in 1-pane or 2-pane view (Windows 10 only)
Page Down	Navigate forward in 1-pane or 2-pane view (Windows 10 only)

Adding and editing tasks

Cursor should be in the task field for these shortcuts to work. Shortcut actions depends on whether you're creating a new task or editing an existing one.

Esc	Cancel current changes
Enter	Save a newly created task and create a new one below it
Shift + Enter	Save changes to an existing task and create a new task below it
Ctrl + Enter	Save a new task or save changes to an existing one and create a new task above it
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

Creating and completing sub-tasks

Cmd + Right arrow	(macOS) Increase task indent (Works only inside projects)
Ctrl + Right arrow	(Windows) Increase task indent (Works only inside projects)
Alt + Shift + Right arrow	(Windows 10 app) Increase task indent (Works only inside projects)
Cmd + Left arrow	(macOS) Decrease task indent (Only works inside projects)
Ctrl + Left arrow	(Windows) Decrease task indent (Only works inside projects)
Alt + Shift + Left arrow	(Windows 10 app) Decrease task indent (Only works inside projects)
Shift + Left click	(hold down Shift while completing the sub-task or recurring task) Complete a sub-task or recurring task and archive it

Sorting tasks inside a project

You need to open a project view for these shortcuts to work.

S	Sort by date
P	Sort by priority
R	Sort by assignee

Todoist for macOS – global shortcuts

Ctrl + Cmd + T	Show/hide Todoist
Ctrl + Cmd + A	Open task Quick Add

Todoist for Windows (legacy) – global shortcuts

Note: Windows 10 app doesn't support global shortcuts

Ctrl + Alt + T	Show/hide Todoist
Ctrl + Alt + A	Quickly add a task

Todoist for Android – global shortcuts

Ctrl + F	Open search
Ctrl + N	Open task Quick Add
Ctrl + Enter	Submit comment
Ctrl + Shift + N	Add a task to the top of the list
Ctrl + Shift + P	Add a new project
Ctrl + Shift + L	Add a new label
Ctrl + Shift + F	Add a new filter
Ctrl + S	Manually sync

Navigation

Ctrl + 1	Inbox
Ctrl + Shift + 1	Team Inbox (Todoist Business only)
Ctrl + 2	Today
Ctrl + 3	Next 7 days
Ctrl + 4	Projects
Ctrl + 5	Labels
Ctrl + 6	Filters
Ctrl + ,	Settings

Todoist for iPad – global shortcuts

If you want to see the keyboard shortcuts on iPad, press Command.

⌘ + F	Search
⌘ + N	Open task Quick Add
⌘ + ,	Settings
Shift + ⌘ + P	Add a new project

Shift + ⌘ + L	Add a new label
Shift + ⌘ + F	Add a new filter
⌘ + S	Manually sync
⌘ + 1	Inbox
Shift + ⌘ + 1	Team Inbox
⌘ + 2	Today
⌘ + 3	Next 7 Days
⌘ + 4	Projects
⌘ + 5	Labels
⌘ + 6	Filters

If you're looking for more keyboard shortcuts, try out the third-party Todoist Shortcuts extension for Chrome or Firefox.

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More information: defkey.com/todoist-shortcuts

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