

Useful Shortcuts and Tips for Task Management With Todoist



Give your Todoist workflow a quick boost with this shortcuts cheat sheet for the web, desktop, and mobile. It also contains useful keywords, filters, and operators for task searching and scheduling.

(On a Mac keyboard, press **Option** instead **Alt** and **Cmd** instead of **Ctrl** for shortcuts.)

Q	Add new task with Quick Add
¹A	Add new task at bottom of list
¹Shift + A	Add new task at top of list
²S	Add section
³Ctrl + M	Add quick comment
U	Undo last action (if possible)
Shift + Left-click	Select multiple contiguous tasks
Ctrl + Left-click	Select multiple non-contiguous tasks
Ctrl + Up Arrow	Move to task above task currently being edited
Ctrl + Down Arrow	Move to task below task currently being edited
/ OR F	Shift focus to Quick Find (search box)
Esc	Cancel current edit
Enter	Save newly created task and create new task below it
Shift + Enter	Save changes to existing task and create new task below it
Ctrl + Enter	Save newly created task and create new task above it OR Save changes to existing task and create new task above it
?	Show Todoist shortcuts
⁴Ctrl + Right Arrow	Increase task indent
⁴Ctrl + Down Arrow	Decrease task indent
Shift + Left-click	Complete and archive a sub-task or recurring task

⁵Text Formatting

@	Add label
#	Pick project
+	Add assignee
p1, p2, p3, p4	Set priority level
* TaskName	Hide checkbox for current task
Ctrl + B OR **Text** OR __Text__ OR !!Text!!	Emphasize text in bold letters
Ctrl + I OR *Text* OR _Text_	Italicize text
Text OR ---Text---	Emphasize text in bold letters and italicize it
URL(AnchorText) OR [URL](AnchorText)	Create hyperlink
`Code`	Insert code inline
```CodeBlock```	Insert code block

⁶Task Sorting

D	Sort tasks by date
P	Sort tasks by priority
N	Sort tasks by name
R	Sort tasks by assignee (person responsible)

Windows-Only Shortcuts

Ctrl + Alt + T	Show/Hide Todoist
Ctrl + Alt + A	Open Quick Add task panel
M	Enter multi-select mode
Alt + Enter	Save and go to comments
Tab	Open full task editor
Ctrl + F	Open search
F5	Sync manually
Home	Navigate to default page
PgUp	Navigate to previous view
²Alt + Shift + Right Arrow	Increase task indent
²Alt + Shift + Left Arrow	Decrease task indent

macOS-Only Shortcuts

Control + Cmd + T	Show/Hide Todoist
Control + Cmd + A	Open Quick Add task panel
²Cmd + Right Arrow	Increase task indent
²Cmd + Left Arrow	Decrease task indent

Mobile-Only Shortcuts

Ctrl + N	Open Quick Add task panel
⁷Ctrl + Shift + N	Create new task at top of list
Ctrl + Shift + P	Create new project
Ctrl + Shift + L	Create new label
Ctrl + Shift + F	Create new filter
Ctrl + Enter	Submit comment
Ctrl + 1	Open Inbox
⁸Ctrl + Shift + 1	Open Team Inbox
Ctrl + 2	Open Today
Ctrl + 3	Open Next 7 days
Ctrl + 4	Toggle Projects list
Ctrl + 5	Toggle Labels list
Ctrl + 6	Toggle Filters list
Ctrl + F	Open Search
Ctrl + ,	Open Settings
Ctrl + S	Sync manually

Keywords for Task Scheduling

every day OR daily	Every day starting from today
every morning	Every day at 9am
every evening	Every day at 7pm
every weekday OR every workday	Every Monday, Tuesday, Wednesday, Thursday, and Friday
every monday, friday OR ev monday, friday OR every mon, fri OR ev mon, fri	Every Monday and Friday
every 3 days	Every three days starting today
every week OR weekly	Every week starting today
every month OR monthly	Every month starting today
every year OR yearly	Every year starting today
every 2nd friday	Every second Friday of the month
every 25th OR every 25	25th of every month
every jun 25th	Every June 25th
every last day	Last day of every month

every day starting may 5 OR from may 5	Every day starting May 5th
every day ending may 5 OR until may 5	Every day starting today and ending on May 5th
every day for 3 weeks	Every day for the next three weeks starting today
every day from 10 aug until 20 aug	Every day starting August 10th and ending August 20th
every 6 weeks at 09:00 starting jan 3	Every six weeks starting on January 3rd, at 9am
every! two months starting jan 3	Every two months starting from last completion date

⁹Filters and Other Operators

#ProjectName	Tasks in ProjectName
##ProjectName	Tasks in ProjectName and its sub-projects
assigned to: CollaboratorName	Tasks assigned to CollaboratorName
assigned by: CollaboratorName	Tasks assigned by CollaboratorName
assigned by: me	Tasks assigned by you
assigned	Tasks assigned to anyone
shared	All tasks in shared projects
recurring	Tasks with a recurring due date
no date OR no due date	Tasks without a due date
overdue OR over due OR od	Overdue tasks
3 days OR next 3 days	Tasks due within the next three days
due before: May 27	Tasks due before May 27th
due after: May 27	Tasks due after May 27th
p1 OR priority 1	Tasks with priority level 1
p2 OR priority 2	Tasks with priority level 2
p3 OR priority 3	Tasks with priority level 3
no priority	Tasks with no priority
@LabelName	Tasks with label LabelName
no label	Tasks without a label
created: Mar 5	Tasks created on March 5th
created before: -365 days	Tasks created more than 365 days ago
created after: -365 days	Tasks created within the last 365 days
search: KeywordName	Tasks containing keyword KeywordName
&	Boolean AND (Eg: p1 & overdue)
 	Boolean OR (Eg: shared OR @red)
!	Boolean NOT (Eg: no label & !p2)
*	Wildcard operator (Eg: @*tech)

¹Available in Inbox, Today, Next 7 days, and Projects.

²Available in Inbox and Projects only.

³Available on web and macOS only.

⁴Available on web only.

⁵Syntax works in task names and comments only.

⁶Available on web and desktop only; available in Inbox and Projects only.

⁷Available on Android only; available in Inbox and Projects only.

⁸Team Inbox is available only as part of a Todoist Business subscription.