

Dashboard Navigation

Jump to Calendar View	C
Jump to Box View	X
Jump to Board View	B
Jump to List View	L
Close any task or window	ESC
Open search	S
Reload notifications	SPACE
Home	H
Notifications	N
Dashboards	D

General

Open Notepad	P
Create task	T
While creating task: Copy URL	3
While creating task: Move to tray	2
While creating task: Open	1
Move to next task	^ ↑ ←
Show/hide sidebar	Q
Anchor a link when text is selected	⌘ K
Use emoji picker	:
Clear filters from current view	-
Edit most recent comment	↑
Assign current task to yourself	M
Mention a doc	@@@
Mention a task	@@
Tag a user	@
Command Center	⌘ K



Slash Commands

Yellow background	/y
Green background	/g
Red background	/r
Strikethrough	/st
Italic	/it
Bold	/bo
Bulleted List	/bul
Numeric list	/num
Link	/k
Code block	/co
Quote	/q
Inline Code	/in
Divider	/div
Checklist	/check
Heading 3	/h3
Heading 2	/h2
Heading 1	/h1
_Normal text	/n
Insert a Table view	/tview
Insert a List view	/lview
Add a GIF	/GIPHY
Embed a Miro board	/miro
Embed a new Doc in a task description	/@@@
Loom	/loom
Figma	/figma
Vimeo	/vimeo
YouTube	/youtube
OneDrive/Sharepoint file	/onedrive
CloudApp	/cloudapp
Embed	/em
Dropbox file	/dropbox
Google Sheets	/gsheets
Google Docs	/gdoc
Google Slides	/gslide
Google Drive file	/gdrive
Attachment	/attach
Apply a task or doc template	/temp
Create a subpage in Docs	/subpage
Create a page in Docs	/page
Table of contents	/tc
Build a table	/table
Tags	/t
Close task	/close
Start date	/sd

Time estimate	/est
Add to inbox	/inbox
Due date to "today"	/today
Change task position	/pos
Sprint Points	/pts
Mention a user	/@
Mention a task	/@@
Add a subtask	/-
Add blocking dependencies	/b
Add waiting or blocking dependencies	/o
Change task status	/s
Apply or change due dates	/d
Set priorities	/p
Add watchers	/w
Assign to me	/me
Assign Comments	/ac
Assign tasks	/a
Move Lists	/m
Access turn into menu	/tu
Create subtasks while in a task	/-
Close a task	/closed
Assign a task to yourself	/me
Start to input a Slash command	/

Markdown

Adds a dividing line into task description	--
Start code block	```
Surround with for inline code	`
Starts long quote formatting	>
Creates a simple checkbox in task description	[]
Starts a numbered list in task description	1.
Starts a bulleted list in task description	-
Surround with for text with a line through it	~
Surround with for italicized text	_
Surround with for bold text	*
Surround with for h1 text	#

Desktop

Quick create a new task ⌘ E

Doc

Duplicate a text block	⌘	D	
Highlight a text block	↑	⌘	H
Create a task from your selected text	⌘	T	
Create a comment from your selected text	↑	⌘	M

Pie Menu for ClickUp

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