

Navigate

Go to Inbox	⌘	1	
Go to Today	⌘	2	
Go to Upcoming	⌘	3	
Go to Anytime	⌘	4	
Go to Someday	⌘	5	
Go to Logbook	⌘	6	
Show to-do or project in context	⌘	↑	L
Enter a selected project	→		
Return to previous list	←		
Scroll to top	⌘	↑	
Scroll to bottom	⌘	↓	
Navigate up in the sidebar	⌘	⌘	↑
Navigate down in the sidebar	⌘	⌘	↓

Create new items

Create a new to-do	⌘	N		
Create a new to-do below selection	SPACE			
Paste plain text to create new to-dos	⌘	V		
Create a checklist in an open to-do	⌘	↑	C	
Create a new heading	⌘	↑	N	
Create heading for selected to-dos	⌘	⌘	↑	N
Create a new project	⌘	⌘	N	
Open Quick Entry	^	SPACE		
Open Quick Entry with Autofill	⌘	^	SPACE	

Edit items

Open a to-do or project	RETURN		
Save and close	⌘	RETURN	
Save and close	ESC		
Duplicate a to-do or project	⌘	D	
Copy a to-do or project	⌘	C	
Paste a to-do or project	⌘	V	
Complete selected items	⌘	K	
Cancel selected items	⌘	⌘	K
Delete selected items	⌘		
Move completed to Logbook	⌘	L	

Select items

Select item above	↑		
Select item below	↓		
Extend selection upwards	↑	↑	
Extend selection downwards	↑	↓	
Extend selection to the top	⌘	↑	↑
Extend selection to the bottom	⌘	↑	↓
Select everything	⌘	A	

Move items

Move selection to another list	⌘	↑	M
Move copied to-dos and projects	⌘	⌘	V
Move selection up	⌘	↑	
Move selection down	⌘	↓	
Move selection to top of list	⌘	⌘	↑
Move selection to bottom of list	⌘	⌘	↓

Edit dates

Show When	⌘	S	
Start Today	⌘	T	
Start This Evening	⌘	E	
Start Anytime	⌘	R	
Start Someday	⌘	O	
Start date +1 day	^]	
Start date -1 day	^	[
Start date +1 week	^	↑]
Start date -1 week	^	↑	[
Add a Deadline	⌘	↑	D
Deadline +1 day	^	.	
Deadline -1 day	^	,	
Deadline +1 week	^	↑	>
Deadline -1 week	^	↑	<
Make to-do or project repeating	⌘	↑	R

Control windows

Open new window	⌘	^	N
Cycle through open windows	⌘	`	
Close current window	⌘	W	
Close all windows	⌘	⌘	W
Hide or show sidebar	⌘	`	
Hide or show toolbar	⌘	⌘	T
Full screen	⌘	^	F

Open in new window

Open selected project in new window	⌘	RETURN		
Any list	⌘	F	⌘	RETURN

Search

Find	⌘	F
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Tags

Open tag window ⌘ ^ T

Close tag window ESC

Access tag picker for selected to-dos ⌘ ↑ T

Destroy previous filter ^ ESC

Links

Open a link ⌘ ⌘ RETURN

Pie Menu for Things 3

Work faster with a customized radial menu for Things 3. Add whatever shortcut you want!

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