



# Cheat Sheet

## Views & Navigation



### FOCUS

**Today** • By default ("Focus") shows all upcoming open due tasks as configured in preferences as well as the first next task for each project. In addition, all flagged next tasks are displayed. Overdue tasks are set on "fire".



**Projects** • Shows all not started and active projects. Displays the first next task of a project below the project name in the project navigator.



**Categories** • Shows all tasks by category. Displays the number of open next tasks below each category name and the number of due tasks today as a badge.



**In-Tray** • The Quick-Entry shortcut by default creates new tasks in the In-Tray.



### MORE

Put not yet relevant tasks into Someday. Completed and Cancelled allow you to access completed and cancelled tasks and projects respectively. Use Trash to document "bad ideas".

## Flagging

Flagging has two practical applications:

- Emphasizing the importance of a task
- Controlling the display of next tasks on the Today view: if a next task is marked as flagged it is automatically always displayed in Today

## Due Dates

Due dates can be entered by typing a date command into the "Due" columns, such as one of the following:

- **Today:** "today" or "tod"
- **Tomorrow:** "tomorrow" or "tom"
- **Weekday:** "monday" or "mon", etc.

Alternatively you can enter an actual date:

- "Jul 21" or "Wed, Jul 21"
- "07/21" or "07/21/2010"

Please note that date commands and formats are depending on the selected user interface language.

## Tagging

By using tagging you can set nearly all aspects of a task while typing your task subject. Tags start with the hash character #. You can use the hash itself by escaping it with two hashes ##. A tag ends when the next tag starts or with the next whitespace (type underscore \_ to use spaces in tags).

- **Project:** #project\_name
- **Category:** #category\_name
- **Priority:** #++ (critical), #+, #-, #-- (trivial)
- **Due Date:** #jul\_21, #wed\_jul\_21, #07/21
- **Mark as Flagged:** #!

In addition, you can quickly add tasks to your "Waiting For" list via @ tagging: @contributor\_name

## Keyboard Shortcuts

Quick-Entry	⌘+^+.	Flag	⌘+⌥+L
New Task	⌘+N	Unflag	⌘+⌘+L
New Project	⌘+⌥+N	Increase Priority	⌘+⌥++
New Category	⌘+⌘+N	Decrease Priority	⌘+⌥+-
In-Tray	⌘+1	Project Chooser	⌘+⌥+P
Today	⌘+2	Category Chooser	⌘+⌥+C
Scratchboard	⌘+3	Move Up	⌘+↑
Projects	⌘+4	Move Down	⌘+↓
Categories	⌘+5	Information	⌘+I
Search	⌘+F	Search in all tasks	⌘+⌥+F
Switch focus between source list and content		Tab/⌥+Tab	