

Firetask Cheat Sheet

Collect



Inbox ⌘1

Quickly enter new ideas into your Inbox. Imported reminders will also end up here.



Someday ⌘2

Use the Someday/Maybe list for tasks that you might want to do in the future.

Focus



Today ⌘4

See all tasks that are In Focus, Due, or Scheduled Today in one, clear overview.



Next ⌘5

Keep your upcoming due and scheduled tasks in sight.



Agenda ⌘5

A place for all tasks that need clarification or discussing.



Waiting For ⌘6

Keep track of all the tasks you are waiting for in one place.

Command Tagging



Dates

When typing a task title you can quickly enter due or start dates by using command tagging — the following syntax is for due dates, for start dates you simply add a > sign after the / character, e.g., "/>today":

Today	/today or /tod
Tomorrow	/tomorrow or /tom
Weekday	/monday or /mon
Date	/date (no spaces: "Jul_4")



More

By using command tagging you can also set many more aspects of a task. Commands always start with the hash character #.

Project	/project_name
Category	/category_name
Priority	/++ (highest) , /+, /-, /—
In Focus	#!



Not Started



In Progress



On Hold



Completed



Canceled

Keyboard Shortcuts (* Mac only)



Edit inline*



Toggle focus*



New task



Add due date*



Add or edit notes*



Increase priority*



Add to-do*



Decrease priority*

Global shortcut (default, Mac only)



You can adjust the key combination for the global shortcut in the Firetask Settings.