

Collect

- Unbox #1
 Quickly enter new ideas into your Inbox.
 Imported reminders will also end up here.
- ? Someday 第2
 Use the Someday/Maybe list for tasks that you might want to do in the future.

Focus

- Today 第4

 See all tasks that are In Focus, Due, or
 Scheduled Today in one, clear overview.
- Next 第5

 Keep your upcoming due and scheduled tasks in sight.
- Agenda 第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

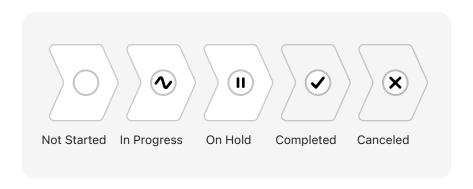
When typing a task title you can quickly enter due or start dates by using command tagging — the following syntax is for due dates, for start dates you simply add a > sign after the / character, e.g., "/>today":

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	/ !



Keyboard Shortcuts (* Mac only)



Global shortcut (default, Mac only)



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