



Navigation & Email Actions

General Navigation

j	Move down to the next item (email/task).
k	Move up to the previous item (email/task).
o or Enter	Open the selected email/task.
u	Go back to the list view from an open item.
n	Move to the next column.
p	Move to the previous column.
Shift+u	Go back to the board view from a column list.
?	Show keyboard shortcuts help dialog.

Email Triage & Actions

e	Archive the selected item.
# or d	Delete the selected item.
s	Snooze the selected item for later.
m	Move the selected item to a different column. (Followed by column key or selection).
r	Reply to the selected email.
f	Forward the selected email.
a	Reply all to the selected email.
c	Compose a new email/task.

Board & Column Management

Column Actions

Shift+n	Add a new column to the current board.
Shift+r	Rename the currently selected column.
Shift+d	Delete the currently selected column (usually requires confirmation).
Shift+s	Sort items within the current column (e.g., by date, sender, priority).
Shift+c	Collapse/Expand the current column.
Shift+m [key]	Quickly move selected item to column associated with [key] (if quick keys are configured).

Board Management

b	Open the board switcher/manager.
Shift+b	Create a new board.
Shift+e	Edit settings for the current board.
Shift+x	Export the current board data.
Shift+i	Import board data.
Ctrl/Cmd + [number]	Switch directly to a specific board (if numbered).
Alt/Option + [number]	Quickly move item to column [number] on the current board.

Usage Tips: Organizing Columns

<p>Standard Flow: Typical columns might be 'Inbox', 'To Do', 'Waiting', 'Done', 'Archive'.</p> <p>Inbox -> To Do -> Waiting -> Done -> Archive</p>
<p>Priority Flow: Add priority levels as columns.</p> <p>Inbox -> High Priority -> Medium Priority -> Low Priority -> Done</p>
<p>Project-Based: Create columns for different projects or clients.</p> <p>Inbox -> Project A -> Project B -> Project C -> Done</p>
<p>Context-Based: Organize by context (e.g., @Office, @Home, @Waiting).</p> <p>Inbox -> @Office -> @Home -> @Waiting -> Done</p>
<p>Drag and drop emails between columns or use the m shortcut followed by the target column.</p>
<p>Use clear, concise names for your columns to understand your workflow at a glance.</p>
<p>Limit the number of items in 'In Progress' columns to manage work-in-progress (WIP).</p>

Productivity & Customization

Search and Filtering

/	Open the search bar. Type keywords to filter items.
Esc	Close the search bar or clear filters.
Filter: `from:sender@example.com`	Show emails from a specific sender.
Filter: `subject:keyword`	Show emails with keyword in the subject.
Filter: `in:column_name`	Show items only in a specific column.
Filter: `has:attachment`	Show emails with attachments.
Filter: `is:unread`	Show only unread items.
Combine filters: `from:alice subject:report is:unread`	Combine multiple search criteria.

Quick Actions & Tips

Use the '.' shortcut: After performing an action (like moving an email or archiving), press **.** to repeat the *last action* on the *currently selected* item. Incredibly fast for processing multiple similar emails.

Multiple Selection: Use **x** to select multiple items, then perform actions (**e**, **#**, **m**) on the entire selection.

Mark as Done: Move items to your 'Done' column to signify completion or archiving from active workflow.

Keyboard First: Aim to use keyboard shortcuts as much as possible for speed and efficiency.

Regular Review: Schedule time to review your 'Waiting' or 'Snoozed' columns to follow up on items.

Empty Inbox Regularly: Process new emails quickly, sorting them into appropriate columns rather than leaving them in the Inbox.

Customization & Settings

g s	Go to Settings.
Settings > Shortcuts	View or customize keybindings if the application allows.
Settings > Boards	Manage boards, including adding, removing, and ordering them.
Settings > Appearance	Customize the look and feel, including theme options.
Settings > Integrations	Configure integrations with other tools or services.
Board Settings	Access settings specific to the current board, often for column quick keys or automation rules.