



Navigation & General Shortcuts

Workspace Navigation

Tab + 1	Navigate to My Tasks.
Tab + 2	Navigate to Inbox.
Tab + 3	Navigate to Reporting.
Tab + Q	Quick Add - Opens a dialog to quickly create a new task.
Ctrl + / or Cmd + /	Open the shortcut list (this cheatsheet!).
Ctrl + Shift + / or Cmd + Shift + /	Search Asana.

Task Management Shortcuts

Task Creation & Assignment

Tab + M	Assign the task to yourself.
Tab + D	Set or clear the due date of a task.
Tab + S	Set or clear the start date of a task.
Tab + P	Add a task to a project.
Tab + Section	Move task to a different section within a project.

Project & Team Shortcuts

Project Management

Tab + Z	Zoom in or out on the project timeline.
Tab + Y	Toggle between calendar and list view in a project.
Ctrl + Shift + Up	Move task up in the list.
Ctrl + Shift + Down	Move task down in the list.

General Actions

Ctrl/Cmd + Z	Undo
Ctrl/Cmd + Shift + Z	Redo
Esc	Close a dialog or clear selection.
?	Show keyboard shortcuts.

Task Actions

Tab + Enter	Open task details.
Ctrl/Cmd + Shift + Down	Duplicate a task.
Tab + V	Add yourself as a collaborator.
Tab + C	Complete or uncomplete a task.
Tab + L	Like or unlike a task.
Tab + F	Focus on the task description.
Tab + Right/Left Arrow	Expand/Collapse subtasks.

Team Communication

N	Create a new conversation.
Tab + X	Open the project actions menu.