



## Basic Navigation & Actions

### Global Shortcuts

<b>Q</b>	Open Quick Add (from anywhere)
<b>Ctrl + A</b> or <b>Cmd + A</b>	Select all visible tasks
<b>Ctrl + J</b> or <b>Cmd + J</b>	Move task(s) up in list
<b>Ctrl + K</b> or <b>Cmd + K</b>	Move task(s) down in list
<b>Ctrl + Shift + S</b> or <b>Cmd + Shift + S</b>	Search tasks, projects, labels, filters
<b>Ctrl + Z</b> or <b>Cmd + Z</b>	Undo last action
<b>Ctrl + Y</b> or <b>Cmd + Shift + Z</b>	Redo action
<b>Esc</b>	Close pop-ups, exit editing mode

### Quick Add Syntax Tips

Start typing and Todoist understands natural language for dates and times.
<b>Example:</b> Buy milk tomorrow 3pm -> Task "Buy milk" due tomorrow at 3 PM.
<b>#Project Name</b> - Assign to a project.
<b>Example:</b> Plan meeting #Work -> Task "Plan meeting" in "Work" project.
<b>##Section Name</b> - Assign to a section within a project.
<b>Example:</b> Review report ##Planning -> Task "Review report" in section "Planning".
<b>@Label Name</b> - Assign a label.
<b>Example:</b> Call bank @urgent -> Task "Call bank" with label "urgent".
<b>p1</b> , <b>p2</b> , <b>p3</b> , <b>p4</b> - Set priority level.
<b>Example:</b> Finish draft p1 -> Task "Finish draft" with Priority 1 (Red).
<b>!!</b> at the start of a recurring task creates a non-completable task (track instead of complete).
<b>Example:</b> !!Check inbox every morning -> Task "Check inbox" recurring daily, cannot be completed.
<b>[[task name]]</b> - Link to an existing task. (Requires enabled setting)
<b>Example:</b> Follow up on [[Discuss Project A]] -> Creates a new task linked to the task named "Discuss Project A".
<b>:</b> - Add a description (new line after task name).
<b>Example:</b> Prepare presentation : Include Q3 metrics

### Task Actions

<b>Enter</b>	Save changes (when editing)
<b>Ctrl + Enter</b> or <b>Cmd + Enter</b>	Complete selected task(s)
<b>Delete</b>	Delete selected task(s)
<b>E</b>	Edit selected task
<b>M</b>	Move task to project (when selected)
<b>D</b>	Set due date (when selected)
<b>P</b>	Set priority (when selected)
<b>L</b>	Add label (when selected)
<b>C</b>	Add comment (when selected)

### Navigation Pane Shortcuts (Desktop)

<b>G + I</b>	Go to Inbox
<b>G + T</b>	Go to Today
<b>G + U</b>	Go to Upcoming
<b>G + F</b>	Go to Filters & Labels
<b>G + M</b>	Go to project list
<b>J</b> or <b>Down Arrow</b>	Navigate down task list
<b>K</b> or <b>Up Arrow</b>	Navigate up task list
<b>H</b> or <b>Left Arrow</b>	Collapse subtasks/sections
<b>L</b> or <b>Right Arrow</b>	Expand subtasks/sections

## Task Details & Organization

### Date & Time (Natural Language)

Use simple phrases for due dates and times: <ul style="list-style-type: none"><li>today, tomorrow, monday, next week</li></ul>
Specific times: <ul style="list-style-type: none"><li>today 3pm, tomorrow 10:00, friday morning</li></ul>
Recurring dates: <ul style="list-style-type: none"><li>every day, every monday, every other week,</li><li>every 3rd friday, every last day of the month</li></ul>
Relative recurring dates: <ul style="list-style-type: none"><li>every! monday (relative to completion date)</li><li>every monday starting tomorrow</li></ul>
Time ranges: <ul style="list-style-type: none"><li>every day 9am-5pm</li></ul>
Combine with priorities, labels, projects: <ul style="list-style-type: none"><li>Review document tomorrow 9am p1 #Work @review</li></ul>
Disable smart recognition: Put task in quotes: <ul style="list-style-type: none"><li>"Call John tomorrow" (If "tomorrow" is part of the task name, not date)</li></ul>
Use hyphens for dates: YYYY-MM-DD or MM/DD/YYYY <ul style="list-style-type: none"><li>2023-12-31, 12/31/2023</li></ul>

### Subtasks & Comments

Create a task, then indent it under another task to make it a subtask.
<b>Keyboard:</b> Select task(s), then Ctrl + Right Arrow or Cmd + Right Arrow to indent. Ctrl + Left Arrow or Cmd + Left Arrow to outdent.
Subtasks must belong to the same project as their parent task.
Subtasks can have their own due dates, priorities, and labels.
Completing a parent task does <i>not</i> automatically complete its subtasks by default (can be changed in settings).
Add comments to tasks to store notes, files, or discussions.
<b>Keyboard:</b> Select task, press C, or click the comment bubble.
Comments support markdown for formatting (bold, italics, lists, code blocks).
<b>Markdown Examples:</b> *bold*, _italics_, - list item, code
Attach files to comments (up to 20MB per file on Free plan).
<b>Keyboard:</b> In comment editor, Ctrl + U or Cmd + U to upload.
Mention collaborators in comments using @username to notify them.

## Advanced Features & Tips

### Filters (Query Syntax)

Create custom views using filters with powerful query syntax.
<b>Access:</b> Go to Filters & Labels, click Add filter.

### Priorities & Labels

p1	Priority 1 (Red)
p2	Priority 2 (Orange)
p3	Priority 3 (Blue)
p4	Priority 4 (No color, default)
@labelName	Assign a label (create if new)
@label1 @label2	Assign multiple labels
#ProjectName	Assign to a project (create if new)
#ProjectName ##SectionName	Assign to a section within a project

### Project & Section Tips

Organize tasks into projects. Projects can be nested (sub-projects).
<b>Keyboard:</b> When adding/editing project, indent it under another project.
Use Sections within projects to create columns or groups of tasks.
<b>Add Section:</b> Click Add Section in a project view or use ##SectionName in Quick Add.
Drag and drop tasks between sections or projects.
Archive projects instead of deleting if you might need them later.
Color-code projects for visual organization.
Projects can be shared with collaborators (requires paid plan).

**Basic:**

- `today` - tasks due today
- `tomorrow` - tasks due tomorrow
- `next 7 days` - tasks due in the next 7 days
- `no date` - tasks with no due date

**Projects & Labels:**

- `#Project Name`
- `##Section Name`
- `@Label Name`

**Priorities:**

- `p1`, `p2`, `p3`, `p4`

**Combinations (AND, OR, NOT):**

- `p1 & today` - Priority 1 tasks due today
- `#Work | #Personal` - Tasks in Work OR Personal projects
- `today & !#Work` - Tasks due today NOT in Work project

**Attributes:**

- `assigned to: Name` (for shared projects)
- `created: today`, `created before: 2023-01-01`
- `due: monday`, `due before: tomorrow`

**Other:**

- `view: board` - Display as a board (can be added to filter query)
- `shared` - Tasks in shared projects
- `assigned to: me`

**Example Complex Query:**

`p1 | (today & @urgent) & !#Errands`

(Priority 1 tasks OR tasks due today with label @urgent) AND NOT in the Errands project.

Combine multiple conditions using `&` (AND) and `|` (OR). Use parentheses `()` for grouping.

**Tips for Effective Use**

- Adopt a system: GTD (Getting Things Done), PARA, or a simple priority matrix. Todoist is flexible.
- Inbox Zero for tasks: Process your Inbox regularly. Assign due dates, projects, and labels.
- Use Recurring Tasks for habits and routine items (e.g., `Review weekly report every Friday`).
- Break down large tasks into smaller subtasks. This makes them less daunting and easier to start/complete.
- Leverage Filters to create focused views (e.g., "Work tasks due today", "@waiting tasks").
- Use Labels for contexts (`@home`, `@office`), energy levels (`@deep-work`, `@quick-task`), or areas of focus (`@writing`, `@research`).
- Schedule time for a weekly review to clean up tasks, plan the week ahead, and ensure nothing falls through the cracks.

**Karma & Productivity**

Todoist Karma tracks your productivity based on completing tasks on time, using advanced features, and reaching goals.

**Earn points by:**

- Completing tasks on time
- Using features like recurring due dates, labels, and priorities
- Reaching daily/weekly task completion goals

**Lose points by:**

- Having tasks become overdue

Set daily and weekly goals in settings (`Settings > Productivity`).

Karma levels range from Beginner to Enlightened.

View your productivity trends and Karma history in the Productivity section.