



Global & Navigation

Global Hotkeys

Ctrl + Q (Windows/Linux)	Cmd + Shift + A (macOS)
Shift + Click (Web/Desktop)	Select multiple tasks
Ctrl + / (Windows/Linux)	Cmd + / (macOS)
Ctrl + F (Windows/Linux)	Cmd + F (macOS)
Esc	Close dialogs, exit edit mode, clear search
Tab	Navigate between input fields/elements
Enter	Confirm input, create new task
F11	Toggle Full Screen (Web/Desktop)

Main View Navigation

J / Down Arrow	Move selection down
K / Up Arrow	Move selection up
Space	Open/edit selected task
C	Complete selected task
D	Delete selected task
A	Add task in the current list/view
G + I	Go to Inbox
G + T	Go to Today
G + N	Go to Next 7 Days
G + L	Go to All Tasks

Task Details & Editing

Task Detail Hotkeys (when task is open)

Esc	Close task detail view
Ctrl + Enter (Windows/Linux)	Cmd + Enter (macOS)
@ + filter	Quickly set assignee (shared lists)
# + filter	Quickly assign to a list/project
^ + filter	Quickly set due date
* + filter	Quickly set priority
!	Add priority indicator (e.g., !p0 , !p1)
@	Add tags (e.g., @work)
~	Set reminder time (e.g., ~3pm)

Quick Add Syntax & Tips

Natural Language Input: TickTick understands phrases like "Meeting tomorrow 3pm", "Pick up groceries next Monday", "Pay bills on the 15th every month".
Project/List: Use # followed by the list name. Example: Buy milk #Groceries .
Date/Time: Use ^ followed by the date/time. Example: Call client ^tomorrow 2pm .
Priority: Use * followed by priority level (P0-P3, or High, Medium, Low, None). Example: Send report *high or Send report *p0 .
Tags: Use @ followed by the tag name. Example: Review proposal @projectX .
Assignee: Use @ followed by the assignee's name (in shared lists). Example: Draft email @John .
Description/Notes: Add task description or notes below the task title input.

Calendar, Focus & More

Calendar View Shortcuts

A	Add an event/task at the selected time/day
J / Down Arrow	Move selection down
K / Up Arrow	Move selection up
L / Right Arrow	Move selection right
H / Left Arrow	Move selection left
Space	Open selected event/task
C	Complete selected task (if it's a task)
T	Go to Today (in Calendar)

Focus (Pomodoro) Shortcuts & Tips

Ctrl + . (Windows/Linux)	Cmd + . (macOS)
Use the Focus timer within a task detail view to link focus sessions directly to that task.	
Customize Pomodoro and Short/Long break lengths in Settings > Focus.	
Enable 'Auto start next Pomodoro' or 'Auto start break' for a smoother workflow in Settings > Focus.	
View Focus history in the Calendar view (enable via view options).	
TickTick's built-in white noise helps concentration during focus sessions.	
Focus can also be started directly from the 'Today' tab or a task list by selecting a task and clicking the focus icon.	