



Keyboard shortcuts

The faster way to Asana



Access keyboard shortcuts on Mac



Access keyboard shortcuts on Windows

TOP 5 SHORTCUTS TO KNOW



+



Quick Add task



+



Create a section



+



Search



+



Add follower



+



Focus mode

Are you using a Windows system? Substitute  for 

Asana keyboard shortcuts

Task Actions

- ↵ Create a new task
- Tab + N Create a section
- Shift + ↵ Create a new task above the current task
- ↑ / ↓ Change selection
- ⌘↑ / ⌘↓ Move up/down
- ⌘ + Shift + ↑ Jump to next/previous section
- ⌘ + Shift + ↓
- ⌘ Click Multi-select individual tasks
- Shift + ↑ Multi-select tasks in order
- Shift + ↓
- ⌘ C Copy selected task
- ⌘ V Paste task

Application

- Tab + H Jump to Home
- Tab + W Quick Add conversation
- Tab + / Search for a project, tag, person, conversation, or task
- ⌘ / See keyboard shortcuts
- Esc Close right pane
- Tab + O Show/hide sidebar
- Tab + B What it sounds like

Inbox

- H Jump to activity tab
- S Jump to archive tab
- F Follow or unfollow
- I Archive notification
- U Move to My Inbox
- Tab + I Jump to My Inbox
- K or J Move up/down

Tasks

- Tab + Q Quick add task
- Tab + BKSP Delete selected task
- ⌘ ↵ Complete selected task
- Tab + D Set due date
- Tab + M Assign to me
- Tab + A Assign selected task
- Tab + R Jump to description
- Tab + K Like selected task
- Tab + C Comment on a task
- Tab + S Add subtasks
- Tab + X Focus mode

My Tasks

- Tab + Z Jump to my tasks
- Tab + Y Mark as Today
- Tab + U Mark as Upcoming
- Tab + L Mark as Later

Text formatting

- ⌘ B Bold
- ⌘ I Italics
- ⌘ U Underline
- ⌘ + Shift + X Strikethrough
- ⌘ + Shift + M Monospace
- ⌘ + Shift + 7 Numbered list
- ⌘ + Shift + 8 Bulleted list
- ⌘] Increase list indent
- ⌘ [..... Decrease list indent