

Asana keyboard shortcuts

Task list

- ↵ Create a new task
- :
- Create a section by adding a colon at the end of a task name
- Tab + BKSP** ... Delete selected task(s) (or: backspace when task name is empty)
- ⌘ ↵ Complete selected task(s)
- Tab + M** Assign to me
- Tab + H** Like selected task
- Tab + Y** Mark as Today
- Tab + U** Mark as Upcoming
- Tab + L** Mark as Later
- ESC** Close right pane
- Tab** Open right pane
- ↑ / ↓ Change selection
- ⌘ + **Shift** + ↑ ... Jump up/down to the next section
- ⌘ + **Shift** + ↓
- ⌘ ↑ / ⌘ ↓ Move up/down
- ⌘ **Click** Multi-select individual tasks
- Shift** + ↑ Select range
- Shift** + ↓
- Shift** + **Click** ... Select range
- ⌘ **C** Copy multi-selected tasks
- ⌘ **V** Paste tasks (one per line)

Inbox

- H** Show archive
- S** Show My Inbox
- F** Follow or unfollow
- I** Archive
- U** Move to My Inbox

Right pane

- Tab + C** Jump to comment field
- Tab + A** Assign selected task
- Tab + D** Set due date
- Tab + F** Add follower
- Tab + P** Add project
- Tab + T** Add tag
- Tab + S** Add subtasks
- Tab + ↵** Jump to the task list
- Tab + B** What it sounds like
- Tab + X** Focus mode

Application

- Tab + Q** Quick Add task
- Tab + W** Quick Add conversation
- Tab + /** Search for a project, tag, person, conversation, or task
- ⌘ / Show keyboard shortcuts

Text formatting

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



Keyboard shortcuts

The faster way to Asana

TOP 5 SHORTCUTS TO KNOW

Tab + Q Quick Add task

Tab + W Quick Add conversation

Tab + / Search

Tab + F Add follower

Tab + X Focus mode