GoodTask Reference Card

1 General Shortcuts

⌘ 0	Toggle view Lists / Board
⌘ ↑	Move to previous list
⌘ ↓	Move to next list
TAB	Toggle lists ↔ tasks
→ ← ↑ ↓	Move around lists & tasks
⌘-ctrl-arrow	Move item up/down/lanes
space	Complete/uncomplete task
DEL/BS	Delete a task
ENTER	Open Task Detail
⌘-ENTER or ⌘ O	Open menu for selected task
⌘ Y	Show/hide completed tasks on current date
⌘ L	Show/hide List Pane
⌘ D	Close Task Detail
⌘ '	Toggle Focus on Detail
⌘ /	Add new subtask
⌘ F	search
⌘ R	refresh
⌘-ctrl-F	Enter/Exit full screen
⌘-opt-F	Toggle keep window in front
⌘ N	Add new task
⌘-shift-N	Add new event
⌘-opt-N	Add new task on board of selected item

2 List View Shortcuts

⌘ 1	Change view to List
⌘ 2	Change view to Day
⌘ 3	Change view to Week
⌘ 4	Change view to Month
⌘ ←	Move to previous date
⌘ →	Move to next date
⌘ T	Move to Today

3 Board View Shortcuts

⌘ 1	Change view to Date
⌘ 2	Change view to Priority
⌘ 3	Change view to List(Board)
⌘ 4	Change view to Tag
⌘ ←	Move to previous board
⌘ →	Move to next board
⌘ T	Move to initial board

4 Shortcuts while Adding

⌘-ENTER	Done with Add
⌘-shift-ENTER	Add more tasks
⌘ O	Bring up quick actions menu
ESC or ⌘-. (period)	Cancel
↑ ↓	Move between text fields
TAB	Move between inputs