

# Asana: Windows Shortcuts

It's so much quicker with shortcuts!



## Inbox

Move Up/Down	K / J
Jump to Inbox tab	H
Jump to Archive tab	S
Follow or Unfollow	F
Archive	I
Move to Inbox	U

## Application

Show Keyboard Shortcuts	Ctrl-/
Collapse the right pane	ESC
Enter Focus Mode	Tab-X
Quick Add	Tab-Q
Post Comment (From comment field)	Tab-↵
What it sounds like	Tab-B

## Selection

Change Selection	↑ / ↓
Select Range	Shift-Click
Select Range	Shift-↑ / Shift-↓
Multi-select Tasks	Ctrl-Click

## Task Actions

New Task	↵
Delete Selected Task(s)	Tab-BKSP
Delete current task (when task name is empty)	BKSP
Complete Selected Task(s)	Ctrl-↵
Move Up/Down	Ctrl-↑ / Ctrl-↓
Jump Up/Down to the next Section	Ctrl-Shift-↑ / Ctrl-Shift-↓
Copy Selected Tasks	Ctrl-C
Paste Tasks (One per line)	Ctrl-V
Assign to Me	Tab-M
Access Home	Tab-H
Create a Section	Tab-N
Add to a project	Tab-P

## Navigation

Navigate to My Tasks	Tab-Z
Navigate to Inbox	Tab-I
Collapse Sidebar	Tab-O
Comment on Selected Task	Tab-C
Assign Selected Task	Tab-A
Set Due Date	Tab-D
Add Collaborator	Tab-F
Add a tag to the task	Tab-T
Focus Subtasks	Tab-S
Search for a project, tag, person, or task	Tab-/

