






Things Keyboard Shortcuts



Eingabe






-  N Neue Aufgabe
-   N Neue regelmäßige Aufgabe
-   N Neues Projekt



Spacebar Neue Aufgabe nach Auswahl


Globaler Hotkey (s. Einstellungen)
Schnelleingabe



Bearbeiten

- return** Open or close item for editing
-  **return** Commit editing and close item while editing a note
-  **return** Commit editing and close item while editing a note
- ctrl return** Commit editing and close item while editing a note

-  T Heute / Nicht Heute
-  Y Als Nächstes / Irgendwann Planen
-  R In regelmäßige Aufgabe umwandeln
-   R In regelmäßige Aufgabe umwandeln













-  . Als erledigt markieren
-  **delete** Als abgebrochen markieren

-  L Erledigte Aufgaben ins Logbuch schieben.

-   F Ausgewählte Aufgabe in ein Projekt oder Bereich verschieben.











Fälligkeitsdatum ändern

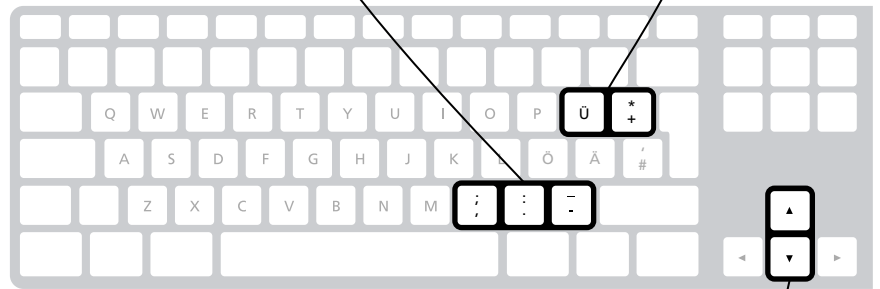
Mit den folgenden Tasten können Sie das Fälligkeitsdatum für die ausgewählten Aufgaben ändern.

-   due date -1 day
-   due date +1 day
-    due date -1 week
-    due date +1 week
-   Filter and sort the current list by due date





Schedule to-dos

Change the start date for selected items. They will be moved to the Scheduled list. (Please note: to-dos from projects can't be scheduled in the current version).

-   start date -1 day
-   start date +1 day
-    start date -1 week
-    start date +1 week



Navigation






- ctrl**   Vorherige Liste
- ctrl**   Nächste Liste

-  0 Eingang
-  1 Heute
-  2 Als Nächstes
-  3 Geplant
-  4 Irgendwann
-  5 Projekte
-  6 Logbuch

- Projekt öffnen
- ← Zurück











Tags

Each tag can have a keyboard shortcut consisting of a single character. Open the Tags window to inspect or change these shortcuts.

-  Adds the corresponding tag to the selected item.
-   Filters the current list by the corresponding tag.
-   Remove all tag filters

Reorder items

Select one or multiple items. Use the following shortcuts to move them up or down in the list.

-   Move up
-   Move down
-    Move to top
-    Move to bottom