Things ☑ Keyboard Shortcuts

Create new items

⌘ **N**	New to-do
⌥⌘ **N**	New repeating to-do
⇧⌘ **N**	New project
Spacebar	New to-do below selection
Global Hotkey (see preferences)	Quick entry window

Edit items

return	Open or close item for editing
⌥ **return**	Commit editing and close item
⇧ **return**	while editing a note
ctrl return	
⌘ **T**	Today
⌘ **Y**	Move to Next / Someday
⌘ **R**	Reschedule
⌥⌘ **R**	Make Repeating
⌘ **.**	Mark item as completed
⌥ **delete**	Mark item as canceled
⌘ **L**	Log completed items
⇧⌘ **F**	File selected item under a project or area

Navigation

ctrl ⌥⌘ ↑	Previous list in sidebar
ctrl ⌥⌘ ↓	Next list in sidebar
⌘ **0**	Go to Inbox
⌘ **1**	Go to Today
⌘ **2**	Go to Next
⌘ **3**	Go to Scheduled
⌘ **4**	Go to Someday
⌘ **5**	Go to Projects
⌘ **6**	Go to Logbook
→	Enter selected project
←	Back to previous list

Change due dates

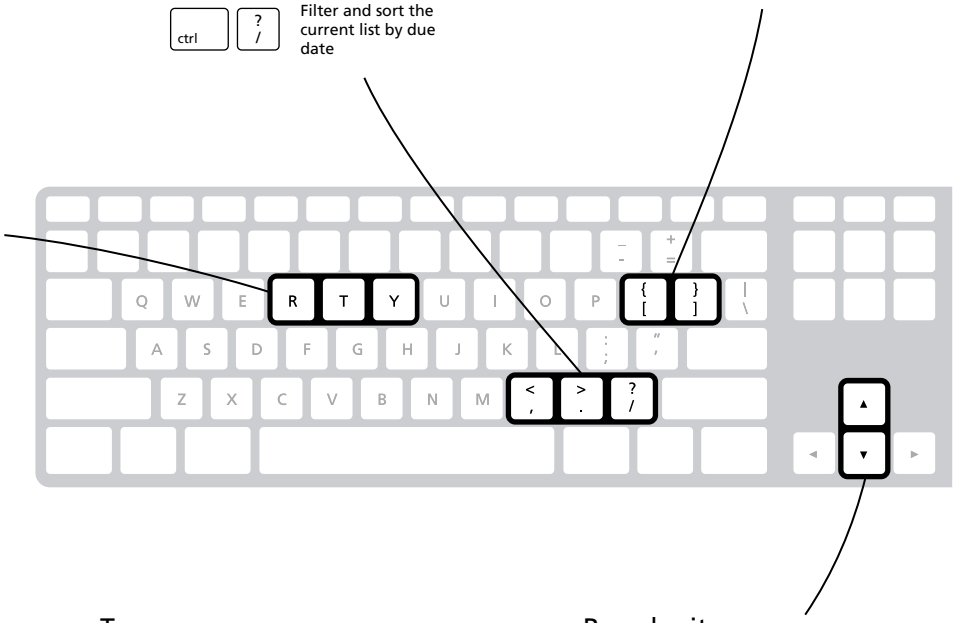
Change the due date for selected items with the following shortcuts.

ctrl < ,	due date -1 day
ctrl > .	due date +1 day
ctrl ⇧ < ,	due date -1 week
ctrl ⇧ > .	due date +1 week
ctrl ? /	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.

ctrl { [	start date -1 day
ctrl }]	start date +1 day
ctrl ⇧ { [	start date -1 week
ctrl ⇧ }]	start date +1 week



Tags

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

A-Z 0-9	Adds the corresponding tag to the selected item.
ctrl A-Z 0-9	Filters the current list by the corresponding tag.
ctrl esc	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

Cultured Code