Asana Keyboard Shortcuts for Mac

The 33 shortcuts to know first

ShortcutFoo

Task Actions

Enter	New Task
Tab Backspace	Delete Selected Task(s)
Backspace	Delete Empty Task
Cmd + Enter	Complete Selected Task(s)
Cmd + Up	Move Up
Cmd + Down	Move Down
Cmd + Shift + Up	Jump Up To The Next Section
Cmd + Shift + Down	Jump Down To The Next Section
Cmd + C	Copy Selected Tasks
Cmd + V	Paste Tasks (One per line)
Tab M	Assign To Me
Tab H	? Selected Task
Tab Y	Mark as Today
Tab L	Mark as Later
Shift + :	Type at end of task name to create a Section
Tab Z	Archive Completed Tasks

Selection

Up	Change Selection Up
Down	Change Selection Down
Shift + Up	Select Range Up
Shift + Down	Select Range Down

Application

Cmd + /	Show Keyboard Shortcuts
Tab	Open Details
Esc	Close Details
Tab X	Focus Mode
Tab Q	Quick Add
Tab B	What it sounds like

Inbox

J	Move up
K	Move down
H	Hide Archived Stories (Jumps to Inbox tab)
S	Show Archived Stories (Jumps to Archive tab)
F	Folow or Unfollow
I	Archive
U	Move to Inbox

See all 34 shortcuts and practice them free

shortcutfoo.com/app/dojos/asana-mac

Typing drills + spaced repetition