Asana Keyboard Shortcuts for Windows

The 33 shortcuts to know first

ShortcutFoo

Task Actions

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

Selection

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

Application

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

Inbox

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

See all 34 shortcuts and practice them free

shortcutfoo.com/app/dojos/asana-win

Typing drills + spaced repetition