

# GoodTask User Guide

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## Basics

### Introduction

GoodTask is a powerful task manager that syncs with Apple's Reminders app. You can use it in a simple manner like Reminders with Calendars data integrated. Or you can fully customize it to be a full featured task manager. Rich and powerful settings will let you set the app to match your workflow.

### Basic Interface

GoodTask has 3 main parts. 'Lists' is where your lists are shown. On an iPhone, lists are the first thing you'll see in GoodTask; on iPad or Mac, lists will appear as a sidebar. 'Tasks' show available tasks within a selected list. This view can be customized to show tasks in different ways. Finally you can see the details of any selected task in the 'Task Detail' view.

### Lists

When you first open GoodTask, you'll see two types of lists: Smart Lists and Lists. 'Lists' represent the lists you've set up in the Reminders app - these are GoodTask's main source of data, and stay in sync between two apps. 'Smart Lists' allow you to filter tasks, regardless of which Reminders list they belong to.

'Groups' and 'Spaces' allow you to manage the way your lists are displayed. A group can hide lists under it. It's separated by another group or space.

GoodTask automatically recognizes lists named 'Lists', 'Smart Lists' and 'Recent Searches', and sorts lists between those groups appropriately. For example, if you make a new smart list, it'll go under 'Smart Lists' regardless of its position. When there is no group named 'Smart Lists', it'll go to the very bottom.

Search results are saved under 'Recent Searches' group. Recent 5 of them are saved and if you remove the group, it won't save afterwards.

You can change the order lists are displayed in by tapping 'Edit' button on iOS and drag & drop on Mac.

### Tasks

When you select a list, related tasks are shown. It can be seen in various view types. Under 'List View', you can select 4 child view types. Also on 'Board View', you can choose 4 child view types. There is also Calendar View which shows tasks and calendar events in full-screen vertical scrolling calendar.

Matrix view has also been added to let you see tasks in 4 quadrants. Now View shows current date and time right in front with upcoming tasks and events following. You can easily add new tasks in time between on this view. These views can be switched easily by using 'View Bar'.

The 'View Bar' is shown at the bottom (or top on Mac) to let you easily change views inside a list. Arrow button on the side will let you choose any views (Keyboard Shortcut: CMD-0). On the middle, fixed views are shown on left side and recent views are shown on the right. You can choose fixed views you want to use and set up the number of recent views to be shown in Settings > General > View Bar.

List view shows tasks vertically with the calendar on top according to its view type. Board view shows boards horizontally with tasks on each board according to its type.

You can customize how tasks are shown inside 'Settings - Appearance - Task Display'. Default can be set for Lists and Boards view separately. You can also make your own and set it per each list.

## List View

List view has 4 child view types which are List, Day, Week and Month. List shows all the tasks in that list. Day shows tasks due on the selected day. Week shows tasks for the week and month shows tasks for the month.

You can swipe on top calendar area to move to previous or next date range on day, week and month views. On the Mac, you can click left, right arrow next to 'Today' button or use CMD-Left/Right arrow.

Previous dates will show completed tasks and events. On current date range, you can tap circle button which is located on top right to show or hide completed tasks (CMD-Y).

When you're on previous or future dates, tapping currently selected view (i.e, Day on day view at the bottom bar) will move you back to current date. On Mac, you can click 'Today' or use CMD-T.

You can customize how sections work on List view inside 'Settings - General - List View'. You can either show or hide empty sections that doesn't have tasks. When you use 'Due date' as sort option, empty days will be shown until 35 days max on 'List'. After that, only dates with task will be shown. If next task is after 35 days, it'll only show empty section for 7 upcoming days.

You can set it up to show or hide relative date and set how add button behaves.

## **Pulling Action**

On the List view, pulling down tasks will trigger an action. You can select between Search, Refresh and Add in 'Settings - General - Pulling Action'. This will also work while pulling lists.

## **Swipe Action**

On the List view, you can swipe left and right on a task. You can set actions such as opening 'Bulk Action', changing due date, priorities or delete. Go into 'Settings - General - Swipe Action' to select what will suit you best.

## **Board View**

In the Board view can be seen 4 view types which are Date, Priority, List and Tag. Date view will show Today, Tomorrow, Later and No Due date boards. Priority will show High, Mid, Low and No Priority boards. List will show all Reminders lists on separate boards. Tag will show boards with each tags.

You can customize how boards can be seen and used in 'Settings - General - Board View'. List memo and add button each board can be hidden. Tapping currently selected type at the bottom bar can be used to bring back to first board or move to next. Empty boards can be hidden and the order can be customized.

## **Calendar View**

On Calendar View, tasks and calendar events are shown on a full-screen scrolling calendar. By default, tasks will have a line on the left to distinguish them from events. Undated tasks can be shown on today (This can be set per list inside Edit List > Undated Tasks).

You can tap a day to show details of tasks and events on that date. Also tasks can be dragged and dropped into the calendar to change dates.

There is a separate option for overdue tasks on the calendar view (Settings > General > Calendar View). It's set to 'Due date' by default and can be changed to current date.

Tapping the 'Calendar view' button on the view bar while on the calendar view moves the calendar to today (like in other views). Tapping it again while today is selected will open details about the day.

## Matrix View

On Matrix View, tasks are displayed across the four quadrants of the matrix. You can create multiple Types, which are fully customizable.

On iOS, you can use the three-dot More button at the top right to switch between types. From this menu, you can also access the Matrix View Settings page directly. (Alternatively, go to Settings > General > Matrix View.) On Mac, use the View Bar button at the top to switch between types. Choosing Matrix View will open up menu for all your types.

Tapping/Clicking 'Matrix View' button on View Bar will move on to next type (CMD-T on macOS).

On Matrix View Settings, you can edit or add types that can be used to customize Matrix View.

### For each Type:

You can set a title and color for each quadrant. Each quadrant can have its own filters: Date Filter, Priority Filter, List Filter and Tag Filter. If a quadrant has a single, simple filter, the title and color will follow that filter automatically. All filters can have multiple options. Date, List and Tag Filter have 'Invert' option which excludes selected options.

While on Matrix view, you can drag and drop tasks to update their values accordingly. (Drag and drop does not make changes for Smart List filter type)

All filters inside quadrants apply to the tasks inside selected list only. This means that even if you have tasks that apply to a quadrant, it may not show on that list. Tasks on current list is handled through the filters set for the quadrants.

## Now View

On Now View, you can use it on any list, just like other views. Now View focuses on current time and the tasks/events that follow. It shows current date and time on top. Tapping it will scroll to top if possible.

All-day events will be shown first. Timed tasks and events will follow. A line will be shown with the time left until the task is due or event starts

When the time in between is more than an hour, add button will appear. Line will grow longer proportionally until around 2 hours and will show as dotted line at maximum height afterwards.

Today's No Time tasks and overdue tasks will follow

## Available Settings

Keep Screen Awake (iOS) , Time: AM/PM or 24H, All-day Events: Show or Hide, Overdue Tasks: Top or Bottom, Task Display

-

## View Bar

The 'View Bar' is shown at the bottom (top on Mac) to let you easily change views inside a list. Choose fixed views you want to use and set up the number of recent views to be shown.

Tapping button on the left will let you choose views directly. You can choose views to be fixed on the view bar inside Settings. (You can access settings directly from the button on the left or by going to Settings > General > View Bar)

The count for Recent views can be selected in settings. Recently selected views will be shown on the right side of the view bar if they are not fixed views.

The maximum number of views on the view bar, which differs between devices, is shown on the settings page.

Tapping the current view will refresh or move to the current date as before.

The selected view button will have a more highlighted color and a dot under the button on iOS. On Mac, it will show an inverted icon.

CMD-1, 2, 3, 4, etc. keyboard shortcuts will change the view according to the order of the views on the view bar.

## Complete

You can tap circle on the left to complete the task. You can tap it again to incomplete the task if needed. You can set 'Settings - General - Delay Time After Completion' which will keep the task visible even when completed tasks are hidden for selected time.

## Context Menu

On both Lists and Board view, you can long tap a task to open Context menu. You can select Quick Actions to be shown here along with selected other actions in 'Settings - General - Context Menu'.

## List Memo

Each list can have a list memo. It's shown on top of tasks in List view and at the left end on board view. It can be edited by tapping it directly (right click on Mac) or added by tapping 'More' button on top right.

## Share List

You can share tasks in currently selected view by 'More - Share List'. Sharing via Mail app will show you tasks in rich text format. Others will show tasks as normal text.

## Sort Options

Sort options can be set per each list. This option will set how tasks and events are shown. Drag and drop also will be managed by this option. More details will be explained in 'Sort' section.

## Bulk Actions

Multiple tasks can be edited on Bulk Actions page. After selecting tasks, you can delete, complete, change due date or edit the list. You can also use Quick Actions to easily edit multiple tasks at once. Tapping arrow at the bottom right show all quick actions on iOS. You can right click to run it while multiple tasks selected on Mac.

## Refresh

Refresh action will try to force sync data with Reminders app. If Reminders data is not syncing between devices, opening Reminders app or doing refresh action may trigger the sync.

## Search

Search page will let you search lists and tasks. When you're in a certain list, you can toggle the range between all or selected list. Tapping a result will move you to the task. If the task is not in current list, corresponding list with search term will be made under 'Recent Searches' group.

## Undo

You can run undo action for the changes made on tasks by shaking on iOS and CMD-Z on Mac. Changing lists or other significant action may remove the history.

## Copy and Paste

You can copy and paste tasks on Mac. CMD-C to copy selected tasks and CMD-V to paste copied tasks. Pasting will change values according to current list and view you're at. Pasting tasks outside the app will work similar to 'Share List' feature.

## Task Detail

Task detail page shows every detail of selected task. It's shown as separate window on Mac and can be integrated in main window by 'Menu bar - View - Integrate Panel'.

Task detail page consists of Title, Status bar, Notes, Quick Actions, General and Subtasks.

### General

On general area, you'll see due date, alert and repeat option. Tapping it will let you edit it. There are buttons which are Start date, Due date, Alert, Auto-Snooze, Repeat, Location and Attachments. Buttons may not show according to settings and lists. Location and attachments are only supported for iCloud and local lists. Priorities and Lists can be changed by a button too.

### Focus

You can tap focus button on top right on iOS and bottom right on Mac. This will show Title, Notes and Subtasks only. Tapping it again will show others again.

### Rotate

The rotate button is at bottom left on iOS version. Tapping this button will let you rotate through each area which can be useful when you have long notes or many subtasks.

### Links

URL links in title and notes field will be gathered automatically. It'll show initial one as a button in Tasks page and a button at the bottom on Task detail page. Tapping 3-dot button on the right will show you other links if you have many. Changing option inside 'Settings - Advanced - Fetch Last URL from Notes field' will let you use first or last as main button's action.

## Subtasks

Subtasks consist of simple text with checkmark. They are saved in the Notes field on the Reminders app and have readable text formatted as below.

[ ] Subtask one

[x] Completed subtask

Since they are simple lines of text, they do not support multi-line or other variables at the moment.

## Copy Subtasks

You can copy subtasks with CMD-C on Mac. This will copy subtasks as text with the format saved in Reminders app. If you paste this text in Notes field of another task, it'll show as subtasks after refresh.

## More

When you tap 3-dot button on top right, you can do more actions. Copy Link will let you copy a URL link that will open selected tasks via URL Scheme. Using this link will let you move to the task within GoodTask too.

Share will copy task details as a text string. Task to List action will make a new Reminders list according to the task with setting notes as List Memo and subtasks as tasks.

Duplicate as event will make a calendar event with same title. Open in Reminders will open Reminders app to highlight current task.

## Order

You can edit order of Notes, Quick Actions, General and Subtasks inside 'Settings - Appearance - Task Detail'. You can also set how Quick Actions are shown.

## Recurring Tasks

Recurring tasks on Reminders is done with recurrence rules. When you complete a task with recurrence rule set, it'll make next task according to the rule. GoodTask follows the same behavior.

Future recurring tasks can be set to be shown on GoodTask according to the option. Go into 'Settings - General - Future Recurring Tasks'. Available options are 'Next 1', 'Next 3', 'This Week', 'Next Week', 'This Month' and 'Next Month'. Next 1 and 3 will show you the task on next 1 or 3 upcoming dates.

Other options will show you the tasks on upcoming dates until selected date. Turning it off will behave like default Reminders app.

You can set powerful repeat options for each task. From simple ones like every day or weekday, or custom ones like every 2nd Tuesday, last weekday of every month can be set.

GoodTask only options are 'Repeat after completion', 'Clear Notes' and Offset. Normally on Reminders, completing a task will make next task according to due date and the rule. If you have 'Repeat after completion' set and the task is completed in GoodTask, next one will be made as if the due date is today. For example, if a task is set to have 'Every week' rule and due date is March 10th and today is March 12th, completing it without the option will make next task as March 17th. With the option, it'll set it to March 19th. Daily repeating tasks will set the next task from current date regardless of this settings.

'Clear Notes' option will remove notes when completing a recurring task. This will let you use Notes field as a log for the specific task. It can be set globally inside 'Settings - General - Recurring Tasks'.

'Offset' option is powerful for tasks that needs to be done on weekday or weekend only. Having tasks to be repeated every 17th day but with offset 'Weekdays - Previous' will let you do the job before 17th if 17th is on a weekend. You can also specify 'Days' to manage more custom date with custom recurrence rule.

## Attachments

You can attach photo, video, audio and file on a task. These will be saved in 'iCloud Drive/GoodTask/Attachments' folder. It can be accessed in Finder (Mac) or Files app (iOS).

Attachments are only supported for iCloud or local Reminders lists. It can be saved locally only if it's turned off inside 'Settings - iCloud Sync - Attachments'.

## Focus Filters

From iOS 16 and macOS Ventura, Focus Filters can be set to filter lists & calendars. Open default Settings app and set App Filters to choose lists and calendars for specific Focus. <https://support.apple.com/en-us/HT212608>

## Markdown

Markdown is supported on Notes field, List Memo and Goals page. It's built upon CommonMark specs (<https://spec.commonmark.org>). Html tags will not work.

For example, basic syntax such as **Bold**, *italic* # Headings, [Link](http://hahaint.com) and lists (1.2.3..) will work.

You can turn it off inside 'Settings - Advanced' if you don't prefer using it.

## Settings

### Date Type

You can select how to manage due dates in GoodTask. This can be set in 'Settings - General - Type: Date'.

Simple option will let you have a single date option which will be used as due date and alert like default Reminders app.

General option will let you have due date and alert separately. Tasks can have either due date and alert or both.

Advanced option will let you have start date, due date and alert. Setting start date requires to have due date. Normal tasks will have same start date and due date. If you change start date of a task, it'll show on all lists that contain date range of start and due date.

### Lists & Calendars

Since GoodTask uses default Reminders app and Calendars app's data, you can specify which lists and calendars you want to use inside 'Settings - Lists & Calendars'.

You can set 'List Order' on this page which is used when changing lists, text snippets and more. Default is 'Automatic' which will follow the list order in your main Lists page.

### Calendar Events

GoodTask is mainly focused on Reminders app's data for tasks, it also shows and manages calendar events. You can make it show integrated by setting option 'Settings - Sort - Separate Calendar Events: Off'.

Tapping it and long tapping it will let you manage existing calendar events. You can also add one easily with add options or long tapping on calendar.

### App Icon Badge

App Icon Badge can be set to use specific list. It can count overdue items with options to include undated tasks, later tasks, no time tasks and calendar events. It can be set to simply count all tasks on the list or date of the day.

### Notifications

GoodTask runs notifications for tasks only. If you prefer notifications to stay on Lock Screen, you can use the one from Reminders app. You can select which

ones to use by turning on/off for Reminders and GoodTask in default Settings app - Notifications.

Inside 'Settings - General - Notifications', you can select sound of notifications you want to use. You can also specify lists to get notified from.

## **Auto-Snooze**

You can get alerted multiple times if it's not completed with Auto-Snooze option on iOS. This can be set globally inside 'Settings - General - Notifications - Auto-Snooze'. It can be set for specific lists or priorities.

Auto-Snooze can be set specifically for a task inside task detail page if needed.

## **Next 7 Days**

This option will show next 7 days on Week view rather than showing 7 days of current week from starting weekday.

## **Default View**

When you select a list, it'll be opened with current view. You can set which view to be selected per list and also globally with this setting.

## **Recurring Tasks**

Clear Notes option will remove notes when completing a recurring task. This will let you use Notes field as a log for the specific task.

You can set to have recurring tasks to match due date and alert all the time. Start date, due date and alert can be different and completing recurring task may maintain the difference. This option will prevent keeping the differences.

## **Preferences Sync**

Preferences are synced via files inside iCloud Drive. You can access the files inside 'iCloud Drive/GoodTask/Settings' folder in Finder (Mac) or Files app (iOS).

When you have Automatic Preferences Sync turned on, it'll upload related file when changes occur.

You can check which ones to sync. You can choose Lists, App Icon Badge, Appearance, Theme, Quick Actions, Others and Attachments.

If you have different accounts for Reminders lists, it's not recommended to use Lists.

When you tap 'Upload' or 'Download', it'll manually upload or download the ones checked below.

## **Advanced Settings**

### **Do not confirm when deleting**

Having this option on will not prompt to confirm when you delete a task

### **Turn off Edge Swipe**

This option will prevent swiping out from left edge of the device (Option removed on iOS 26)

### **Convert GoodTask Related Text**

This option is for previous versions of GoodTask which used gt3..[] text in Notes field

### **Move URL to Notes**

This option will move URL links in URL field to Notes field to manage it in GoodTask

### **Reset Calendar Connection**

This option will reset connection to Reminders and Calendars. If you have weird behavior on list order, running this will resolve the issue. After running this, you need to reset filters for lists and calendars.

### **Delete Completed Tasks**

You can select date range or delete all completed tasks

### **Delete Cache & Local data**

These options will delete local saved files and cache data

## **LAB**

Options in this section may get removed.

### **Case Sensitive**

This option is used to sort when you have alphabetical sort option.

### **Always Show Past Events**

Past events are shown/hidden with completed tasks as you tap the button on top right. Having this option on will prevent hiding past events

### **Delete alert when completing**

This option will remove alert after completing. May be useful on Exchange tasks

### **Fetch Last URL from Notes field**

When a task has multiple URL links, it'll fetch first or last one to run directly according to this action. Other links are accessible by '3-dot' button on the right of action button (bottom on item detail page).

### **Show Declined Events**

This option will show or hide declined events.

### **Ignore Phone Number**

This option will decide phone numbers to be shown as direct links.

### **Force Refresh on Launch**

This option will run force refresh on every launch

### **New Task on Exchange gets Default Mid Priority**

Exchange tasks have different priority system. Having this option will set new task on Exchange to mid priority.

### **Longer Events Period on Widget**

On Widget, one month of events are fetched by default. Having this option will extend it to 3 months.

### **iCloud Active Sync**

This option is used to sync data, app icon badge and widget faster on multiple devices.

### **Hide Past Completed Tasks**

This option is used when you want to hide past completed tasks. It'll show completed tasks for a month when the option is selected.

### **Read Tags from Reminders app**

Tags used in Reminders app is not officially shared by Apple to use for 3rd party apps. GoodTask tries to read it when this option is turned on but it may not work at any time.

## **Performance Mode**

Normally you should not force quit the app but if you prefer force quitting the app, turning this off will make it more aggressive on setting alerts and sync actions which normally runs after you close the app.

## **Notes: Markdown**

This option is used to turn off Markdown in Notes field, List Memo and Goals page.

## **Complete Date Follows Due Date**

When this option is checked, completing a task will save the completed date and time as its original due date rather than the current date and time.

## New Task

Adding a new task can be done by tapping + button on the Lists or Tasks pages. Tapping the + button on the Lists page will bring up an option to select from. Long tap will open new task page directly. On Tasks page, it'll run in the opposite way. A long tap will bring the options up and a normal tap will bring up new task page.

This can be set as you want inside 'Settings - New Task - Add Button'.

You can also long tap on the calendar of Day, Week and Month views to add a new task, calendar event or template on the selected date.

The new task page is identical to task detail page on iOS. You can edit it and use Quick Actions. Add More action will keep all the changes except the title to let you add similar tasks right away. You can optionally 'Clear Notes', 'Clear Subtasks' and 'Clear Others' by long tapping 'Add More' button. The default behavior can be changed inside 'Settings - New Task - Add More'.

## Text Snippets

Text snippets will let you easily edit values by typing on title field. You can set due date and time, priority, change lists and more. You can set which ones to use inside 'Settings - New Task - Text Snippets'.

Changing lists can be done with single character. /g will change list to GoodTask for example. The list order will be used that's set in 'Settings - Lists & Calendars - List Order'.

## Templates

You can easily add multiple tasks with templates. Title, notes, subtasks, due dates, alerts and priority can be set. Each date can have the exact time on selected date or have relative time.

These tasks can be added into certain lists or selected lists with a single action.

## Contextual

There are 3 contextual options. Contextual List option will let values change according to current list. Current Reminders list, text filters, priority filters and scheduled filters will be managed automatically.

Contextual Date option will select selected date when you're in Day, Week and Month views. Contextual Time option will select next hour if current time has passed default time set.

## **Alert related**

'Add alert when Due Date is Set' option will add alert when due date is added. It'll not add an alert when it's edited and it does not have alert set.

'Alert Time for No Timed Task' option will be used when setting alert for tasks without specific time. No time is identical to 12:00AM in GoodTask.

'Due Time when Due Date is Set' option is used when due date is added to a task. It can be 'No Time' or 'Next Hour'.

## **New Task on Mac**

Adding a new task on new task window can be done simply with an enter after typing a title. You can cancel and close the window with escape key. Up down arrow will let you move between notes and subtasks.

CMD-O will open up Quick Actions menu. Add More action can be run with CMD-SHIFT-Enter.

Global Keyboard Shortcut can be set to bring up new task window. Set it on 'Preferences - General - Global Keyboard Shortcut'. Using this will bring up new task window with default settings wherever you're at.

## Appearance

On Settings - Appearance, you can set various things to adjust the looks of the app. Icon of the app can be changed and font size can be managed.

Inside 'Settings - Appearance - Lists', you can specify what to see on Lists page.

On 'Settings - Appearance - Task Display', you can adjust how tasks are shown on Tasks page. Default option will be used in List view and 'Default - Board' option will be used in Board view.

You can make your own Task Display and use it on any lists. On 'Edit List' page, you can set each for Lists and Board view.

'Highlight Overdue Title' will highlight tasks that's overdue with selected color. 'Highlight Today Section' will highlight today when sections are sorted by date. 'Highlight Weekend' will show weekend with different color on Week and Month views.

Task and Calendar event icon can be customized too. It can be hidden if you want to prevent checking on Tasks page.

## Theme (iOS only)

You can fully customize looks of the app with themes. You can select pre-made themes or import various themes from GoodTask Forum.

Auto-Switch option will let you change themes automatically. Default option will read light/dark theme mode. It can be set for time or screen brightness.

Using Theme Maker, you can make your own theme. You can start from copying existing theme and adjust the values you want to customize.

On Manage Themes page, you can share your themes. Themes can be shared and imported with URL that looks like `goodtask3://theme?data=XXXXX`

You can open OTF/TTF file from Safari on GoodTask to use it on a theme. You'll get an alert to use it directly on current theme when opened. You can also use it on any theme directly on theme maker.

## Widget Theme

Widgets on iOS 14 and macOS Big Sur can have a custom theme. It can be imported from the app theme or from a theme on the GoodTask Forum. It works like the app theme with simple tapping of URL link to import.

After making a widget theme, you can set it on the widget. Each widget can have separate theme and settings.

## Quick Actions

Quick Actions are a powerful way to edit tasks.

You can add, edit, delete and reorder them inside 'Settings - Quick Actions'. Each Quick Action can be shared via URL link like themes and templates.

Each Quick Action has a title and actions. The title is shown on the task detail page and can be left empty to be set automatically. There is also 'Deselect (End)' option which will close the task automatically after running the action.

Multiple actions can be set for a Quick Action. When you tap 'Add', you'll see various types of actions.

There are types which can be set on initial action only. These are Duplicate, Follow up, Proceed, Next.

Prompt, Skip, Delete, Complete, Open URL, Open in Reminders actions will close up the actions.

### **Duplicate**

Duplicate action duplicates current task

### **Follow up**

Follow up action completes current task and makes a duplicated one. This can be used with other actions to perform a follow up workflow.

### **Proceed**

Proceed action completes current task with completed subtasks and makes another with incomplete subtasks.

### **Next**

Next action will complete current task with completed subtasks and make another task with a title from next incomplete subtask.

### **Due Date**

Due date action will add/edit due date on current task. There are 10 types to choose from.

Today: Set due date to today

Now: Set due date time to current time

Next Hour: Set the due date time to upcoming hour

Time: Set the due date as specific time

Relative Date: Add or minus minutes, hours, days, weeks or months to current due date

Sunday, Monday, ..., Saturday: The due date will be changed to upcoming selected weekday

Next. Weekdays: The due date will be changed to upcoming weekday

Next Month: The due date will be change to first day of next month

Next Month. Weekdays: The due date will be changed to first weekday of next month

None: The current due date will be removed

Calculate from Today when Overdue option: When this option is checked, the due date will be added from today even if the original due date was in the past. If it's turned off, it'll simply add from the existing due date.

This option is available on 'Time' and 'Relative Date' types.

## **Start Date**

The Start Date has 4 types and works similarly to the Due Date action but changes the start date of current task. Today, Time, Relative Date and None.

## **Alert Date**

The Alert Date has 4 types and works similarly to Due Date action but changes the alert of current task. Today, Time, Relative Date and None.

## **Alert**

The Alert action will add or remove the alert for current task. You can choose to toggle or turn it on/off all the time.

## **Clear Date**

The Clear date action will remove due date on current task

## **Clear Time**

The Clear time action will remove due time and keep the date on current task

## **Clear Start Date**

The Clear start date action will remove start date only and keep the due date on current task

## **Contextual: Date**

The Contextual date action will change the date to currently selected date. This action is useful when you move around dates on Calendar view.

## **Title**

You can add or edit the title of the current task. The 'At Start' option will be used to add a text snippet at the end or start. The 'Replace' option is used to replace the existing title or add on to it.

## **Notes**

The Notes action works similarly to the Title action but on Notes field.

## **Timestamp**

Timestamp action adds a timestamp to the Notes field. You can select how it looks and will add it at the start or at the end.

## **Subtasks**

You can add multiple subtasks at once with this action

## **Priorities**

You can change the priority of the current task. You can choose to rotate between priorities or select a specific priority.

## **Tag**

You can use the Tag action to add/remove a tag with this action. If tag exists, it'll get removed. If it's not, it'll be added.

## **Switch**

The Switch action lets you switch between multiple tags. You can add empty space to remove previous tag if needed.

## **Clear Tags**

The Clear tags option will remove all the tags in the current task. You can specify the tags you want to remove if needed.

## List

You can change list of current task with this action. If current task belongs to the list, the next one will show up. You can specify lists to be shown or choose to exclude selected ones.

## Repeat

You can apply a recurrence rule to a task with this action.

## Location

You can choose to add a location-based alert on the current task. The current location or favorite locations can be selected.

## Skip

The Skip action will change due date to next recurring date for repeating task.

## Delete

The Delete action will delete current task

## Complete

The Complete action will complete current task

## Open URL

The Open URL action will open the URL link. First one or last one will open according to the settings.

## Open in Reminders

The Open in Reminders action will open Reminders app and highlight the task

## Prompt

The Prompt action will show you a prompt to input text or number or select an option. It works similarly as normal actions but will let you input data dynamically as you run the action. There are multiple types.

Title: Add/Edit text you write on the title

Notes: Add/Edit text you write on Notes field

Subtask: Add text you write as a new subtask

+Minutes: Add number of minutes to current due date

+Hours: Add number of hours to current due date

+Days: Add a number of days to current due date

Snooze: Add a number of minutes to alert time

Snooze (Hours): Add a number of hours to alert time

Select: You can make a prompt with actions to be selected. Any action described above can be set here to be selected.

### **Prompt: Tags (Switch/Add)**

The Prompt Tags action will show you a prompt with tags in selected list. Tags will be fetched from your list settings. You can edit list to manage tags on the list. If they're not set, default one will be used (Settings - Sort, Tags - Edit: Tags).

'Switch' will remove existing tags and add selected one. 'Add' will add or remove selected tag.

### **Prompt: Lists**

The Prompt Lists action will show you lists you can switch to. If you have specific 'Lists' set inside list settings, only the selected ones will be shown.

## Sort, Tags

Tasks are sorted in specific ways in GoodTask. This can be set in the 'Sort Options' page. It can be set generally in 'Settings - Sort - Sort Options' and can also be set per list inside 'Edit List' page.

### Separate Calendar Events

Calendar events are shown separately if this option is turned on. If it's turned off, it'll show events mixed with tasks when tasks are sorted in date.

### Separate Completed on List View

When this is turned on, completed tasks will be shown at the bottom. If not, it'll show together with incomplete tasks.

### No Time: Last

This option will show tasks with no time and all-day events at first or last.

### Edit: Tags

You can specify tags that's used in GoodTask manually. If you choose 'Automatic', it'll fetch tags with above selected type on 'Smart List: Sort Options', 'Smart List: Filter' and 'Quick Actions'. On specific list, if you choose 'Automatic', it'll use general settings.

## Drag and Drop

Drag and dropping tasks will change tasks' values according to the place it's dropped. Sort options are used to choose the value it should get.

### Task - Reorder

Reordering of tasks can be set to be turned on or off.

### Task to Task (Subtask)

When a task is dragged into a task, it'll become a subtask. You can copy or move the task. Or you can select to be prompted to either copy or move.

### Subtask to Task (Subtask)

When a subtask is dragged into a task, it'll become a subtask of the dropped task. You can copy or move the subtask. Or you can select to be prompted to either copy or move.

## **Subtask to Tasks List (Task)**

When a subtask is dragged between tasks, it'll become a task. You can copy or move the subtask. Or you can select to be prompted to either copy or move.

## **Don't Change list except when 'List Order' is initial sort option**

Drag and dropping task may change its list according to the sort options. Checking this option will prevent the task from changing its list unless 'List Order' is the initial sort option on the list.

## **Sort Options**

There are 4 types of defined Sort Options along with a Custom option. When sort options start with these 4 types, section will be made according to this option on List view.

### **Due Date**

Tasks will be sorted by the due date.

### **Priority**

Tasks will be sorted by the priority.

### **List Order**

Tasks will be sorted by its list. The order of lists can be set inside 'Settings - Lists & Calendars - List Order'.

### **Tag**

Tasks will be sorted by the tag.

### **Custom**

Other than 4 types, you can also set custom sort option. Manual sort, due date - reverse, created time, alphabet, alert can be selected.

Tasks will be sorted by first option and if it's the same, next option will be used. And if it's the same, the next one and on.

### **Order**

For each types, you can select order of tasks and calendar events. If 'Separate Calendar Events' option is on, all 4 types will have Order option to select if tasks or events should come first. For 'Due Date' type, Undated can also be

selected to come first or not. On 'Tag' type, you can choose 'No Tags' to be on top or bottom.

## Tags

- Tags start with the # symbol and are case-sensitive.
- Separate handling of tags:
  - Tags are now saved in the notes field as before, but they are managed separately in GoodTask. You can easily manage tags on a task.
  - In the notes field as visible in the Reminders app, tags will appear on the last line separately.
  - Other tags within the notes or title will remain visible but won't be managed separately.
  - Using the "Tags on Title" option will keep newly entered tags in the title, but these tags won't be managed separately.
- Separate line on task display:
  - Tags are displayed on a separate line while viewing a list. You can customize how they appear via **\*\*Settings > Appearance > Task Display\*\***. Options include:
    - Separate line at the bottom
    - Separate on the right side
    - At Place (at the original location)
    - Hidden
- Tag management in the task detail view:
  - Tap on tags or the tag button to manage tags directly within the task detail page.
- Quick tag management in the context menu:
  - Right-click (or long-press) on a task in a list to access a context menu that lets you easily add or remove tags on existing tasks.
- Auto-complete for tags:
  - When typing `#` while editing a task title, a pop-up window will appear, allowing you to quickly select from available tags.

- Automatic tag fetching:
  - Under Settings > Sort > Tags, you can see the current tags automatically fetched. You can also reorder tags here, which affects sorting and quick actions.

## Smart Lists

You can set up Smart Lists to filter your tasks.

### **Icon, Color, Sort Options, Calendars, Undated Tasks, Default View, Task Display**

Icon, color, sort options, calendars, undated tasks, default view and task display can be selected for each list. These options can be selected on Reminders lists too.

Undated tasks can be hidden in Day, Week and Month views.

You can add/edit task display in 'Settings - Appearance - Task Display'.

## Filters

You can filter tasks with 11 types of filters. Using logical 'ADD' or 'OR' operations, you can make powerful customizable smart lists that will suit your needs.

The 'ADD' operation will keep on filtering with result tasks. 'OR' operation will filter on all the tasks and gather them. You can set the order of the operation on latter filter.

Invert option will show tasks that does not match the filter. It'll be available in most types.

## Undated

Undated filter will bring tasks that have no due date.

## Scheduled

Scheduled filter fetches tasks with due date. You can select between All, Today, Tomorrow, Within N days, Within N weeks and overdue.

Today can have specific time range to fetch tasks on that time only. You can also hide 'No Time' tasks or 'Later Tasks' if needed.

Tomorrow can also have the time range set.

Within N days and weeks will fetch tasks including overdue. For example, if you select 'Within 2 days', it'll filter all overdue tasks with today and tomorrow's tasks.

Within N weeks will fetch weeks according to 'Starting weekday'. If you choose 'Within 1 week', it'll show you tasks for this week only.

Count option will limit the number of tasks that get fetched.

## **Recurring**

Recurring type will show tasks with recurrence rules.

## **Location**

Location type will show tasks with location-based alerts. You can specify particular 'Favorites'. Favorite lists can be set inside task detail page while adding location-based alerts.

## **Recent**

Recent type will show tasks that's been made recently. You can specify count option. Default will be 10.

## **Alert**

Tasks with time based alert will be fetched in this filter.

## **Tag**

Tasks with or without selected tag will be fetched.

## **No Tags**

Tasks without tags will be fetched.

## **Priorities**

Tasks with selected priorities will be fetched.

## **Subtasks**

Tasks that have subtasks will be fetched.

## **Completed**

Completed tasks will be fetched. It can have option between All, Today, Yesterday, This Week, Last Week, This Month, Last Month and Days.

## **Attachments**

Tasks that have attachments will be fetched.

## **Filters - Calendars**

Currently you can filter calendar events that consists specific text.

## Automation

With automations, you can do things like below automatically.

- Bring overdue tasks today
- Bring random undated tasks to today
- Set tag on tasks inside specific list
- Make tasks based on templates every day

### Things about Automation

- Automation will run once per day.
- Automations will not sync between devices. I recommend using same automation on one device only to make sure it changes the data once.
- You need to turn on each automation at first to make it run.
- Selected quick action or template will be copied at the moment when automation is made/edited. (Changes made afterwards on quick actions / templates will not be moved to automations)
- Next scheduled date can be seen on automation detail page according to repeat option.

### Types and options for automation

#### - Run Quick Action

- Quick Action: You can select quick action to run. Prompt actions can't be selected
- List: You can select smart list to run automation in
- Tasks: You can select 'All Tasks', 'Overdue Tasks', 'Undated Tasks'. Tasks will be selected within the smart list you selected.
- Count: You can select between 'All Tasks' or '1~10 Random Tasks'.

#### - Add from Template

- Template: Select templates that can be set inside 'Settings – New Task – Templates'

- Repeat: You can set up repeat option for each automation. It's similar to recurrence rule on tasks. For example, you can set up options such as..

- Every day
- Every weekday
- Every Monday, Friday
- Every 2nd Sunday
- Every month on 17th
- etc..

## Favorites

Favorites can be accessed using the 'Smart Button' on iOS. It can be run using CTRL-Number keyboard shortcut on Mac.

Details can be set on 'Settings - Favorites'.

Smart Button is shown at bottom right above bottom bar. You can tap it and it'll show you your favorites. You can tap it again to move to the selected one. You can also keep your finger on screen, move and release your finger to go directly to an item with a single touch.

When you're inside a list, previous and next list will appear on top and bottom of the button.

Favorites can also be used in 'Favorites' widget.

Icon and color can be customized for all favorites except Open List type. Open List type will fetch icon and color from the list settings.

### Open List

Open List will open specific list and view. If you don't choose a list, it'll go to Lists page.

### New Task

This will bring up new task window. You can pick the list and detail from a preset. You can also bring up camera or audio to add attachments right away. Items in the clipboard can also be added directly with this action.

## **Goals**

Goals page will be opened

## **Reports**

Reports page will be opened

## **Today Page**

Today page will be opened

## **Next**

Next page will be opened

## **New Calendar Event**

Adding new calendar event page will be opened

## Goals page

The Goals page will let you manage long term goals within GoodTask. You can write down long term goals and check them frequently while getting things done.

Goals are managed in 2 dimensions. One is categories. There is default one and you can customize others by tapping 3-dot button on bottom right.

Another is time. Each category is consisted of 'All-time', Year and Month. You can set goals for each.

While checking your goals, you can tap '+' button to add tasks right away.

The left and right arrows allow you move between categories while in 'Categories' and move through dates whilst in Month and Year views.

Tapping the dot in the middle will bring you back to default or current date.

## Reports page

The Reports page shows completed tasks in selected date range. It can be shown in daily, weekly and monthly basis. The left and right arrows will let you move dates. Dot in the middle will bring you back to current date.

Reports data is saved as a separate file in iCloud Drive/GoodTask/Reports folder. It'll keep the data even if you remove completed tasks in Reminders database. You can delete files to remove or refresh the data.

You can also 'Refresh' in 3-dot button on Daily view.

Daily notes made in Today page will be shown on Daily view. Daily notes, Notes and Subtasks can be hidden in 3-dot button.

## Today page

You can start your day and finish it through Today Page. The Today page button shows the current date. You can go into the dedicated settings page by tapping the button below 'Start' button or 'Settings - Today Page'.

You can define your name which will be shown on initial welcome page.

Notifications can be set to run on start and finish.

When you start, it'll run through selected process to make a dedicated list for today.

### **Overdue Tasks**

It'll let you move overdue tasks to today.

### **Random Tasks - Suggestions**

It'll bring up random tasks that can be added.

### **Templates**

You can create tasks based upon templates you've defined.

### **Notes - Start, End**

It'll let you add a note at the beginning or end of the day.

Each process can have lists filtered. Newly added tasks or calendar events can also be set to be shown on this page.

## Next page

Next page shows one next task that needs to be done. It's very powerful method to get things done without distraction.

You can set List and view to use inside settings of this page.

If a task has subtasks, the first subtask will be shown to be done.

You can run actions by tapping 3-dot buttons at the bottom right.

## Focus

If you tap the focus button, it'll go into Focus mode for that list. Time will be counted while doing tasks on that list.

When focus mode is running, you'll see a red dot on bottom bar of Lists page.

When focus mode is finished, dedicated file will be saved in iCloud Drive folder.

Focus mode is visible through 'Live Activities' in iOS 16.1. It'll also be available in Dynamic Island on iPhone 14 Pro & Pro Max.

## Widget

With iOS 14 and macOS Big Sur, GoodTask provides various type of widgets that can be fully customized.

From iOS 17 and macOS Sonoma, widgets are interactive and tasks can be completed directly from the widget.

### List Widget

List widget can be small, medium and large sized. Specific list and view can be selected to be shown.

‘Show Calendar’ option will show date on the widget. On the small size, it’ll show you today’s date. On the medium size, you can select between month calendar and day calendar. On the large size, you can select between month calendar and day/month calendar.

Calendar Background Type #1 will show a line on weekdays. #2 will fill all the calendar.

Holiday and Special calendars can be selected to show different colors on the calendar.

Heatmap will show you busy days on the calendar.

Mode has 4 types. Default will show you tasks with due date and notes in separate line if needed. Compact will show you one line per task. Compact 2 will show you maximum of 2 lines if needed. Full will show you all the tasks and subtasks until there’s a room.

Icon option will show indicator on left side as line or dot.

Theme can be made inside the app’s ‘Settings - Appearance - Widget Theme’ and selected per widget.

### Favorites Widget

Favorites widget can be small and medium sized. Small size can only have one favorite item. Medium size can have up to 8 items.

Default mode will show icon and title. Icon Only mode will show icon only.

Color can be set to default which will have colored icons. Mono will have single mono colored widget. Fill will fill the background with favorites’ colors.

## Next Widget

Next widget can be small and medium sized. This will show the current status of the Next page inside the app. While you're in focus mode, it'll show you details including elapsed time.

## Calendar Widget

Calendar widget supports medium and large size. It'll follow the settings from Calendar View inside the app. You can 'Edit Widget' to select list and adjust themes, choose 'Open View' like other widgets. You can choose between 1-5 weeks to be shown on the widget.

## Matrix View Widget

Matrix View Widget will show you same matrix view you use inside the app. It'll follow the settings and you can adjust options like other widgets.

## Interactive Widgets on iOS 17 and macOS Sonoma

- Tapping a task will mark it as complete right on the widget.
- If a task has subtasks, tapping it will complete the first subtask.
- If you've selected 'Settings - Appearance - Icon: Hide,' tapping a task will open it instead of marking it as complete.
- You'll also find a handy refresh button in the bottom right corner to instantly update your data when needed (Note: The refresh button may not be visible on smaller widgets).

## Apple Watch

Apple Watch companion shows tasks on your Apple Watch. The app consists of 2 pages left and right.

On left page, you can select a list from your Favorites or you can also choose a list manually at the very bottom using the 'All Lists' option.

The number of tasks and sync status icon will be shown too. You can also tap + button on top left to add a new task.

On right page, you can tap the circle icon to complete a task. If you tap task itself, it'll go into task detail page. You can make some actions here if needed.

Action buttons are customizable and can be set up to 5 items.

While fetching data in Apple Watch is done by itself, adding and editing needs to be done on the iPhone. This may result in some delays while actions communicate between devices.

## Settings

You can define presets for adding tasks, subtasks and notes inside 'Settings - Apple Watch'.

You can also configure the settings for complications.

## Task Detail Actions

Action buttons inside Task Detail page can be set. You can choose Quick Actions from your settings or keep default actions for #1~#3 buttons. #4 and #5 buttons can be hidden or used.

## Add Presets

While adding a task, subtask or notes, you can set up presets which can be selected.

## Color Adjustments

Calendar colors can be adjusted to be more visible depending on background color.

## Order

Default order will show upcoming items first. App order will show tasks in the list which follows sort options of the list.

## **Count**

Count option is used for number complications.

## **Circular**

Circular option is used for circular complications. You can select Count to show numbers set above or show icon only to launch the app

## **Modular Large**

On modular large complication, you can set it to show 1 item or 3 items with date in selected place.

## **Infograph Corner**

On infograph corner complication, you can choose to show Count, Icon or Task to be shown.

## Shortcuts app support

GoodTask supports Shortcuts app from v7.0 on iOS and Mac. Using shortcuts actions will let you do powerful things without opening the app.

### **Open List: Opens GoodTask app with selected list and view**

- You can choose a list directly
- You can optionally select specific view.

### **Get Task: You can get tasks to use with other actions**

- You can get all tasks or tasks inside a list by choosing one or get one by title
- You can optionally filter them with (is completed / is not completed) option and (has subtasks / has completed subtasks / has incomplete subtasks) option and tags option

### **Create Task: You can create a new task**

- You can optionally select list, set title, start date, due date, alert, priority, location, notes, tags and subtasks

### **Edit Task: Edit selected task fetched from 'Get Task' shortcut.**

- Is completed, title, start date, due date, alert, priority, location, notes, tags and subtasks can be edited.
- Notes, tags and subtasks can be replaced or appended.

TIP: Long tap to select task as 'Magic Variable' from 'Get Task' action if needed

TIP: Use 'Repeat with each' script action to run actions on multiple tasks fetched from 'Get Task' action

**Delete Task: Delete selected task fetched from 'Get Task' shortcut.**

**Run Quick Action: Run Quick Action on selected task fetched from 'Get Task' shortcut.**

- You can select Quick Action directly.
- Prompt selection or text will be shown accordingly

TIP: Prompt text can be number or text. Use it accordingly per Quick Action

## URL Scheme

GoodTask supports 'URL Scheme' and x-callback-url protocol.

GoodTask's URL scheme is `goodtask3://`

You can use this scheme to simply open the app. Values need to be URL encoded to work properly.

### URL Format

`goodtask3://[action]?[action parameters]`

or

`goodtask3://x-callback-url/[action]?[action parameters]`

### Open Add

`goodtask3://openadd`

### Open Specific View

`goodtask3://view?title=[prompt:Title]&view=[prompt:View]`

or

`goodtask3://view?  
section=[prompt:Section]&row=[prompt:Row]&view=[prompt:View]`

title: Full title of list (case insensitive)

view (optional): 1 (List), 2 (Day), 3 (Week), 4 (Month), 11(Board-Date), 12(Board-Priority), 13(Board-List), 14(Board-Tag), 20 (Calendar View), 30 (Matrix View), 31 (Now View)

section (optional): Number of stack on list view. Separated by Group and Spaces – 1 ~

row: Number of row on selected section – 1 ~

view (optional): 1 (List), 2 (Day), 3 (Week), 4 (Month), 11(Board-Date), 12(Board-Priority), 13(Board-List), 14(Board-Tag), 20 (Calendar View), 30 (Matrix View), 31 (Now View)

Use '`goodtask3://view?section=0`' to go to Lists page on iPhone

## Open Task

`goodtask3://task?title=[prompt:Title]`

title: Title of the task you want to open (case-insensitive)

`goodtask3://task?identifier=[prompt:Identifier]`

identifier: Identifier of item. This link can be made on 'Copy Link' action inside Context Menu and More button inside task detail page.

## Smart Add

`goodtask3://smartadd?text=[prompt:Text]`

text: Text input. It'll automatically be parsed with Smart Add Rules (Text Snippets) you've made

## Add

`goodtask3://add?title=[prompt:Title]&multiple=[prompt-num:Multiple]&list=[prompt:List Name]&due=[prompt:Due Date]&start=[prompt:Start Date]&dueAfter=[prompt-num:Due after]&alarm=[prompt-num:Alarm]&location=[prompt:Location]&priority=[prompt-num:Priority]&url=[prompt:URL]&notes=[prompt:Notes]&subtasks=[prompt:Sub tasks]&tags=[prompt:Tags]`

title: Title of the task

multiple (optional): 0(off), 1(on). If turned on, line break on title will make multiple tasks

list (optional): List name. Automatically matches shortened name. (ex. h for habits, t for this week). Default list is selected if not used.

due (optional): Due date. Supports below format.

start (optional): Start date. Supports below format.

HH:mm – Sets on time today. If it has been passed, sets on tomorrow.

MM-dd – Sets on the date on default time.

yyyy-MM-dd – Sets on the date on default time.

MM-dd HH:mm

yyyy-MM-dd HH:mm

dueAfter (optional): Minutes after current time. If 'due' is set, dueAfter is ignored.

alarm (optional): 0(off), 1(on). Turns on alarm or not. Only works when 'due' or 'dueAfter' is set. It follows default if not set.

location (optional): Location Favorites name priority (optional) : 0, 1(!), 2(!!), 3(!!!)

URL (optional): URL of the task

Notes (optional): Notes of the task

Subtasks (optional): Subtasks separated with line breaks

Tags (optional): Tags separated with line breaks

## Examples

Add task 'Title' on list 'To-do'

```
goodtask3://add?title=Title&list=to
```

Add task 'Title' due 10 minutes after

```
goodtask3://add?title=Title&dueAfter=10
```

Add task 'Title' due 6 pm

```
goodtask3://add?title=Title&due=18:00
```

Add task 'Title' due Feb 20th with alarm

```
goodtask3://add?title=Title&due=2-20&alarm=1
```

Add task 'Title' with priority !!

```
goodtask3://add?title=Title&priority=2
```

Add task 'ABCD' with Start date on 5/1 and due date on 5/10

```
goodtask3://add?title=ABCD&due=5-10&start=5-1
```

Add task 'ABCD' with location based alert favorite 'home'

```
goodtask3://add?title=ABCD&location=home
```

Add task 'ABCD' with subtasks one, two, three

```
goodtask3://add?title=ABCD&subtasks=one%0Atwo%0Athree
```

Add 3 tasks with title one, two and three

```
goodtask3://add?title=one%0Atwo%0Athree&multiple=1
```

Adding task and come back to Launch Pro

```
goodtask3://x-callback-url/add?title=[prompt:Title]&list=[prompt:List  
Name]&due=[prompt:Due Date]&dueAfter=[prompt-num:Due  
after]&alarm=[prompt-num:Alarm]&priority=[prompt-  
num:Priority]&url=[prompt:URL]&notes=[prompt:Notes]&x-  
success={{launchpro:}}
```

## Keyboard Shortcuts

### Keyboard Shortcuts on iPad

Up, Down : Move between Lists & Tasks

Left , Right : Focus Change on Lists/Tasks

Tab : Change focus between Lists, Tasks & Title, Notes and New Subtask on Task detail

Enter : If focused on certain item, make them visible.

Space : Complete task if selected

ESC (CMD + .) & (CMD + ENTER) : Deselect Current Task

1, 2, ... 0 : Favorite lists

CMD + 1, 2, 3, 4, .. : Views in order in 'View Bar'

CMD + 0 : Open View Changing Pop-up

CMD + L : Toggle Left Pane

CMD + Left, Right : Prev/Next Date on Day, Week, Month views. Move between boards.

CMD + CTRL + Arrow : Move item up/down or other boards

CMD + T : Move to Today. Move to initial board.

CMD + Y : Toggle Show/Completed

CMD + F : Search

CMD + N : Add New Task

CMD + SHIFT + N : Add New Event

CMD + OPTION + N : Add New Task on currently selected item's board

### When item is selected

Delete : Delete Selected Task

CMD + O : Open URL

CMD + R : Open Reminders

## On Task Detail

/ : Rotate

CMD + ' : Toggle Focus

CMD + / : Add New Subtask

CMD + Up/Down : Change to previous/next task

## While Adding

CMD + Enter : Done

CMD + SHIFT + Enter : Add More

ESC (CMD + .): Cancel

CMD + / : Add New Subtask

## Text editing pop-up

CMD + Enter : Done

CMD + SHIFT + Enter : Add More (while adding subtasks)

ESC (CMD + .): Cancel

## While Searching

Up, Down : Move between items

Enter : Select item

ESC (CMD + .): Cancel

Tab : Search Range

## Keyboard Shortcuts on Mac

– ⌘0 : Open view changing pop-up

– ⌘1, 2, 3, 4, .. : Change view to the view in order on View Bar

– ⌘↑ : Move to Previous List

– ⌘↓ : Move to Next List

– ⌘← : Move to Previous Date (Day/Week/Month) or Previous Board

- ⌘→ : Move to Next Date (Day/Week/Month) or Next Board
- ⌘T : Move to Today or Initial Board
- TAB : Move from Lists and Tasks
- ←, → : Move between (Lists ↔ Tasks)
- ↑, ↓ : Move around Lists, Tasks and Boards
- CMD + CTRL + Arrow : Move item up/down or other boards
- SPACE : Complete/Incomplete a task
- DELETE : Delete a task
- ENTER : Open task detail
- ⌘ENTER or ⌘O : Bring up menu for selected task (Same with right click)
- ⌘Y : Show/Hide Completed Tasks on Current Date
- ⌘L : Show/Hide Lists (Left Pane)
- ⌘D : Close Task Detail
- ⌘' : Toggle Focus on Task Detail
- ⌘/ : Add New Subtask
- ⌘F : Search
- ⌘R : Refresh
- ^ ⌘F : Enter/Exit Full Screen
- ⌘F : Toggle Keep Window in Front
- ⌘, : Preferences
- CMD + N : Add New Task
- CMD + SHIFT + N : Add New Event
- CMD + OPTION + N : Add New Task on currently selected item's board

### **While Adding**

CMD + Enter : Done

CMD + SHIFT + Enter : Add More

CMD + O : Bring up Quick Actions menu

ESC (CMD + .): Cancel

UP, DOWN : Move between text fields

TAB : Move between inputs