Asana Shortcuts

No.	Action	Windows Shortcuts	Mac Shortcuts	Section
1	Move Up	K	K	Inbox Shortcuts
2	Move Down	J	J	Inbox Shortcuts
3	Move to Inbox	U	U	Inbox Shortcuts
4	Archieve	I	I	Inbox Shortcuts
5	Jump to Inbox	H	H	Inbox Shortcuts
6	Jump to Archieve	S	S	Inbox Shortcuts
7	Follow or Unfollow	F	F	Inbox Shortcuts
8	Assign Selected Tasks	Tab + A	Tab + A	Navigation Shortcuts
9	Comment on Selected Tasks	Tab + C	Tab + C	Navigation Shortcuts
10	Set Due Date	Tab + D	Tab + D	Navigation Shortcuts
11	Add a tag to the task	Tab + T	Tab + T	Navigation Shortcuts
12	Add Follower	Tab + F	Tab + F	Navigation Shortcuts
13	Search for a project, tag, person or task	Tab + /	Tab + /	Navigation Shortcuts
14	Jump to Task List	Tab + Enter	Tab + Return	Navigation Shortcuts
15	Focus Subtasks	Tab + S	Tab + S	Navigation Shortcuts
16	Post Comment	Tab + Enter	Tab + Return	Application Shortcuts
17	Quick add task	Tab + Q	Tab + Q	Application Shortcuts
18	Show keyboard Shortcuts	Ctrl + /	Command + /	Application Shortcuts
19	Expand Right Pane	Tab	Tab	Application Shortcuts
20	Collapse Right Pane	Esc	Esc	Application Shortcuts
21	Enter in Focus Mode	Tab + X	Tab + X	Application Shortcuts
22	New Task	Enter	Return	Task Action Shortcuts
23	Delete Selected Task	Tab + Backspace	Tab + Backspace	Task Action Shortcuts
24	Delete Current Task	Backspace	Backspace	Task Action Shortcuts
25	Complete Selected Task	Ctrl + Enter	Command + Return	Task Action Shortcuts
26	Move Up	Ctrl + Up Arrow key	Command + Up Arrow key	Task Action Shortcuts
27	Move Down	Ctrl + Down Arrow key	Command + Down Arrow key	Task Action Shortcuts
28	Jump Up to next selection	Ctrl + Shift + Up Arrow key	Command + Shift + Up Arrow key	Task Action Shortcuts
29	Jump Down to next selection	Ctrl + Shift + Down Arrow key	Command + Shift + Down Arrow key	Task Action Shortcuts
30	Copy selected task	Ctrl + C	Command + C	Task Action Shortcuts
31	Paste selected task	Ctrl + V	Command + V	Task Action Shortcuts
32	Select Favourite as Selected Task	Tab + H	Tab + H	Task Action Shortcuts
33	Assign to Me	Tab + M	Tab + M	Task Action Shortcuts
34	Type a colon at end of a task name to create a session	:	:	Task Action Shortcuts

learn more - https://tutorialtactic.com/keyboard-shortcuts/asana-shortcuts-windows-mac/