



GTDNext Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Focus the right edit window	Tab + E	Most used GTDNext Shortcuts
2	Create new action using Quick Inbox	Tab + N	Most used GTDNext Shortcuts
3	Toggle open/close the Panel on right	Tab + P	Most used GTDNext Shortcuts
4	Quickly move selection-focus to Projects & Actions on the left	Tab + Q	Most used GTDNext Shortcuts
5	Focus the center panel	Tab + W	Most used GTDNext Shortcuts
6	Change to Projects & Actions in the left navigation pane	Tab + 1	Most used GTDNext Shortcuts
7	Change to Next Actions in the left navigation pane	Tab + 2	Most used GTDNext Shortcuts
8	Change to Focus in the left navigation pane	Tab + 3	Most used GTDNext Shortcuts
9	Change to the list Inbox list in the left navigation pane	Tab + 4	Most used GTDNext Shortcuts
10	Change to the list Scheduled in the left navigation pane	Tab + 5	Most used GTDNext Shortcuts
11	Change to the list Waiting in the left navigation pane	Tab + 6	Most used GTDNext Shortcuts
12	Change to the list Someday in the left navigation pane	Tab + 7	Most used GTDNext Shortcuts
13	Go to end of line	End	Center Pane Shortcuts
14	Start a new action at the current level of indent	Enter	Center Pane Shortcuts
15	Cancel completion of a task	Ctrl + Shift + Enter	Center Pane Shortcuts
16	Completes a task	Ctrl + Enter	Center Pane Shortcuts
17	Deletes the current character	Delete	Center Pane Shortcuts
18	Indent	Tab	Center Pane Shortcuts
19	Outdent	Shift + Tab	Center Pane Shortcuts
20	Toggles the task to be on the Focus list	Tab + F	Center Pane Shortcuts
21	Importance - will cycle through the different levels of Priority for the action	Tab + I	Center Pane Shortcuts
22	Attach Link/URL to an action	Tab + L	Center Pane Shortcuts
23	Create a New task	Tab + N	Center Pane Shortcuts
24	Search box	Tab + S	Center Pane Shortcuts
25	Toggles the task to be forced onto Next Actions list	Tab + X	Center Pane Shortcuts
26	Toggles to enter Notes for the item	Shift + Enter	Center Pane Shortcuts
27	Collapse current project	Ctrl + Up Arrow key	Center Pane Shortcuts
28	Expand current project	Ctrl + Down Arrow key	Center Pane Shortcuts
29	Move item one row up	Ctrl + Shift + Up Arrow key	Center Pane Shortcuts
30	Move item one row down	Ctrl + Shift + Down Arrow key	Center Pane Shortcuts
31	Focus on an item	Alt + Right Arrow key	Center Pane Shortcuts
32	Un-zoom and go up a level	Alt + Left Arrow key	Center Pane Shortcuts

[learn more keyboard shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)