

OmniFocus Keyboard Shortcuts

Legend

Return	↵
Shift	⇧
Control	⌘
Option	⌥
Command	⌘

Common Shortcuts

Add Action	Return
New Window	⌥⌘N
Synchronize with Server	⌘S
Clean Up	⌘K
Planning Mode	⌘1
Context Mode	⌘2
Inbox	⌥⌘1
Quick Entry	⇧⌥Space

Quick Entry's shortcut can be customized in Preferences

File Menu

Show Quick Entry	⌘N
Add Project	⇧⌘N
Add Folder	⌥⇧⌘N
Add Single-Action List	⇧⇧⌘N
New Window	⌥⌘N
Import	⌥⌘I
Export	⌥⌘E
Synchronize with Server	⌘S
Synchronize with iCal	⌥⌘S

OmniFocus Keyboard Shortcuts

Edit Menu

Outlining

Add Child ⌘}

Add Aunt ⌘{

Move

Move Down ⌘↓ D

Move Right ⌘→ R

Move Up ⌘↑ U

Move Left ⌘← L

Indent ⌘]

Outdent ⌘[

Group ⌘L ⇧G

Ungroup ⇧U

Clean Up ⌘K

Insert Time Stamp

Short Date ⌘/

Short Date and Time ⌘|

Time ⌘@

Long Date ⌘⌘/

Long Date and Time ⌘⌘|

View Menu

Planning Mode ⌘1

Context Mode ⌘2

Inbox ⌘⇧1

Focus on Selection ⌘⇧F

Go to Sidebar/Outline ⌘4

Show in Other Mode ⌘⇧R

Expand All ⌘⇧9

Collapse All ⌘⇧0

Expand Rows ⌘9

Expand Rows Completely ⌘⇧9

Collapse Rows ⌘0

Collapse Rows Completely ⌘⇧0

Show/Hide Toolbar ⌘⇧T

OmniFocus Keyboard Shortcuts

Quick Entry

Save to Inbox ⌘S ⌘K

Cancel Without Saving ESC

Quick Entry's shortcuts can be customized in Preferences

Miscellaneous

Show Inspectors ⇧⌘I

Show Perspectives ^⌘P

New Project/Context in Cell ⌘↵

When Selected:

Complete Action/Project Space

QuickLook Attachment Space

User-Created Shortcuts

Clippings

Quick Entry

Perspectives:
