

# Akiflow Keyboard Shortcuts

Complete cheatsheet • Mac & Windows • dawid.ai

## CORE TASK ACTIONS

ACTION	MAC	WINDOWS
Create new task	<b>C</b>	<b>C</b>
Mark task complete	<b>E</b>	<b>E</b>
Plan / schedule task	<b>P</b>	<b>P</b>
Set as priority Goal	<b>H</b>	<b>H</b>
Delete task	<b>Delete</b>	<b>Del</b>
Undo last action	<b>Cmd+Z</b>	<b>Ctrl+Z</b>

## NAVIGATION

ACTION	MAC	WINDOWS
Go to project / section / date	<b>G</b>	<b>G</b>
Day view	<b>D or 1</b>	<b>D or 1</b>
Week view	<b>W</b>	<b>W</b>
Month view	<b>M</b>	<b>M</b>
Jump 2-7 days ahead	<b>2-7</b>	<b>2-7</b>
Jump to Today	<b>T</b>	<b>T</b>
Search all tasks & events	<b>/ or Cmd+F</b>	<b>/ or Ctrl+F</b>

## COMMAND BAR & QUICK ENTRY

ACTION	MAC	WINDOWS
Open Command Bar (global)	<b>Cmd+E</b>	<b>Ctrl+E</b>
Open Command Bar (in-app)	<b>Cmd+K</b>	<b>Ctrl+K</b>
Assign project (in Command Bar)	<b>#</b>	<b>#</b>
Assign tag (in Command Bar)	<b>*</b>	<b>*</b>
Set priority (in Command Bar)	<b>!</b>	<b>!</b>
Set deadline (in Command Bar)	<b>&lt;</b>	<b>&lt;</b>
Set duration (in Command Bar)	<b>=2h</b>	<b>=2h</b>

## INBOX & PROCESSING

ACTION	MAC	WINDOWS
Open Inbox	<b>I</b>	<b>I</b>
Send to Someday	<b>Cmd+S</b>	<b>Ctrl+S</b>
Open filters	<b>Shift+F</b>	<b>Shift+F</b>
Open tag filtered view	<b>Cmd+Click</b>	<b>Ctrl+Click</b>

## PRO TIPS

- Copy a URL before opening Command Bar to auto-attach it to a new task
- All shortcuts are customizable in Settings → Shortcuts
- Enable auto-lock in Settings → Tasks to block calendar time for all planned tasks

## FOCUS & TIME MANAGEMENT

ACTION	MAC	WINDOWS
Enter Focus Mode / pin slot	<b>F</b>	<b>F</b>
Create Time Slot on calendar	<b>Opt+Click</b>	<b>Alt+Click</b>
Share Availability (booking link)	<b>S</b>	<b>S</b>
Open all links on a task	<b>O</b>	<b>O</b>
Toggle secondary time zone	<b>Z</b>	<b>Z</b>

## COLLABORATION & AI

ACTION	MAC	WINDOWS
View colleague schedule	<b>@</b>	<b>@</b>
Open Aki AI chat	<b>A</b>	<b>A</b>
Aki AI voice input	<b>Opt+A</b>	<b>Alt+A</b>

## COMMAND BAR SYNTAX

### EXAMPLE INPUT

<b>#Marketing</b>	Assign to Marketing project
<b>*urgent</b>	Add 'urgent' tag
<b>tomorrow 3pm</b>	Schedule for tomorrow at 3pm
<b>=1h30m</b>	Set 1.5 hour duration
<b>!high</b>	Set high priority