



Your current Outlook Hotkeys are mapped to:

You Press Description

Category Assignment Hotkeys

1	@Next (Maps to: CTRL+F3)
2	@Computer (Maps to: CTRL+F4)
3	@Read/Review (Maps to: CTRL+F5)
4	@Someday (Maps to: CTRL+F6)
5	@WaitingFor (Maps to: CTRL+F7)
6	@Phone (Maps to: CTRL+F8)
7	@Errands (Maps to: CTRL+F9)
8	@Reference (Maps to: CTRL+F10)
9	@Home (Maps to: CTRL+F11)
0	@BillingTime (Maps to: CTRL+F12)
F2	Open Categories Menu

Move Selected Emails to a Folder Hotkeys

.	Move message(s) to Archive
a	Move message(s) to Action
r	Move message(s) to Read/Review
i	Move message(s) to Inbox
m	Move message(s) to Someday/Maybe
w	Move message(s) to Waiting For
f	Move message(s) to Reference
j	Move message(s) to Junk E-Mail
l	Move message(s) to Lists

Bulk Move Emails to Folders Hotkeys

ALT+`	Archive read messages which aren't flagged
SHIFT+q	Move all flagged emails to Actions folder
SHIFT+p	Move personal emails to Personal folder
SHIFT+s	Move @Someday emails to Someday/Maybe folder
SHIFT+b	Clear out Twitter/Facebook updates
SHIFT+c	Move alerts to Alerts folder

You Press Description

Jump to Folder Hotkeys

ALT+1	Switch to Inbox
ALT+2	Switch to Action
ALT+3	Switch to Archive
ALT+4	Switch to Sent
ALT+5	Switch to Read/Review
ALT+6	Switch to Someday
ALT+7	Switch to Tickets
ALT+8	Switch to Waiting
ALT+9	Switch to Drafts
ALT+0	Switch to Deleted

Other Helpful Shortcut Hotkeys

t	Flag an Email as a To-Do item
SHIFT+r	Set a Reminder
SHIFT+t	Create a Task
n	Create a new Appointment
CTRL+t	Create a new Task from an email
SHIFT+n	Create a new Task in email folder
CTRL+SHIFT+u	Filter for unread emails
WIN+u	Show unread emails in all folders
/	Focus on search bar
SHIFT+/	Search for email in all folders
.	Open the Context Menu
b	Open the Address Book
CTRL+~	Close secondary windows

You Press Description

Reminders by Hours

SHIFT+0	Set a Reminder for 30 mins
SHIFT+1	Set a Reminder for 1 hour
SHIFT+2	Set a Reminder for 2 hours
SHIFT+3	Set a Reminder for 3 hours
SHIFT+4	Set a Reminder for 4 hours
SHIFT+5	Set a Reminder for 5 hours
SHIFT+6	Set a Reminder for 6 hours
SHIFT+7	Set a Reminder for 7 hours
SHIFT+8	Set a Reminder for 8 hours
SHIFT+9	Set a Reminder for 9 hours

Reminders by Days

CTRL+SHIFT+1	Set a Reminder for 1 day
CTRL+SHIFT+2	Set a Reminder for 2 days
CTRL+SHIFT+3	Set a Reminder for 3 days
CTRL+SHIFT+4	Set a Reminder for 4 days
CTRL+SHIFT+5	Set a Reminder for 5 days
CTRL+SHIFT+6	Set a Reminder for 6 days
CTRL+SHIFT+7	Set a Reminder for 7 days

Reminders by Days and Archive

Action	Set Reminder and archive to this folder
CTRL+ALT+1	Set Reminder for 1 day and archive
CTRL+ALT+2	Set Reminder for 2 days and archive
CTRL+ALT+3	Set Reminder for 3 days and archive
CTRL+ALT+4	Set Reminder for 4 days and archive
CTRL+ALT+5	Set Reminder for 5 days and archive
CTRL+ALT+6	Set Reminder for 6 days and archive
CTRL+ALT+7	Set Reminder for 7 days and archive

Use CTRL+SHIFT+SPACE to open this Cheat Sheet

Remember to reload AutoGTD after you make changes to AutoGTD.ini in order for the changes to take effect!

Close

Change Hotkeys

Print

Autosys Cheat Sheet

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Table of Contents Autosys Cheat Sheet

1. Understanding the eBook Autosys Cheat Sheet
 - The Rise of Digital Reading Autosys Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Autosys Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Autosys Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Autosys Cheat Sheet
 - Personalized Recommendations
 - Autosys Cheat Sheet User Reviews and Ratings
 - Autosys Cheat Sheet and Bestseller Lists

5. Accessing Autosys Cheat Sheet Free and Paid eBooks
 - Autosys Cheat Sheet Public Domain eBooks
 - Autosys Cheat Sheet eBook Subscription Services
 - Autosys Cheat Sheet Budget-Friendly Options
6. Navigating Autosys Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Autosys Cheat Sheet Compatibility with Devices
 - Autosys Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Autosys Cheat Sheet
 - Highlighting and Note-Taking Autosys Cheat Sheet
 - Interactive Elements Autosys Cheat Sheet
8. Staying Engaged with Autosys Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Autosys Cheat Sheet
9. Balancing eBooks and Physical Books Autosys Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Autosys Cheat Sheet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Autosys Cheat Sheet
 - Setting Reading Goals Autosys Cheat Sheet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Autosys Cheat Sheet
 - Fact-Checking eBook Content of Autosys Cheat Sheet
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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