Things Keyboard Shortcuts

Create new items
-  N: New to-do
-  N: New repeating to-do
-  N: New project
- Spacebar: New to-do below selection

Global Hotkey (see preferences)

Schedule to-dos
Change the start date for selected items. They will be moved to the Scheduled list.
- ctrl -1 day
- ctrl +1 day
- ctrl -1 week
- ctrl +1 week

Change due dates
Change the due date for selected items with the following shortcuts.
- <, due date -1 day
- >, due date +1 day
- <, due date -1 week
- >, due date +1 week

Filter and sort the current list by due date

Edit items
- return: Open or close item for editing
- return: Commit editing and close item while editing a note
- ctrl return: Filter and sort the current list by due date

-  T: Today
-  Y: Move to Next / Someday
-  R: Reschedule
-  R: Make Repeating

- delete: Mark item as completed
- delete: Mark item as canceled
- L: Log completed items
-  F: File selected item under a project or area

Navigation
- ctrl  1: Previous list in sidebar
- ctrl  i: Next list in sidebar
- 0: Go to Inbox
- 1: Go to Today
- 2: Go to Next
- 3: Go to Scheduled
- 4: Go to Someday
- 5: Go to Projects
- 6: Go to Logbook
- ←: Enter selected project
- ←: Back to previous list

Tags
Each tag can have a keyboard shortcut consisting of a single character. Open the Tags window to inspect or change these shortcuts.
- A-Z: Adds the corresponding tag to the selected item.
- 0-9: Filters the current list by the corresponding tag.

Reorder items
Select one or multiple items. Use the following shortcuts to move them up or down in the list.
-  A: Move up
-  A: Move down
-  A: Move to top
-  A: Move to bottom