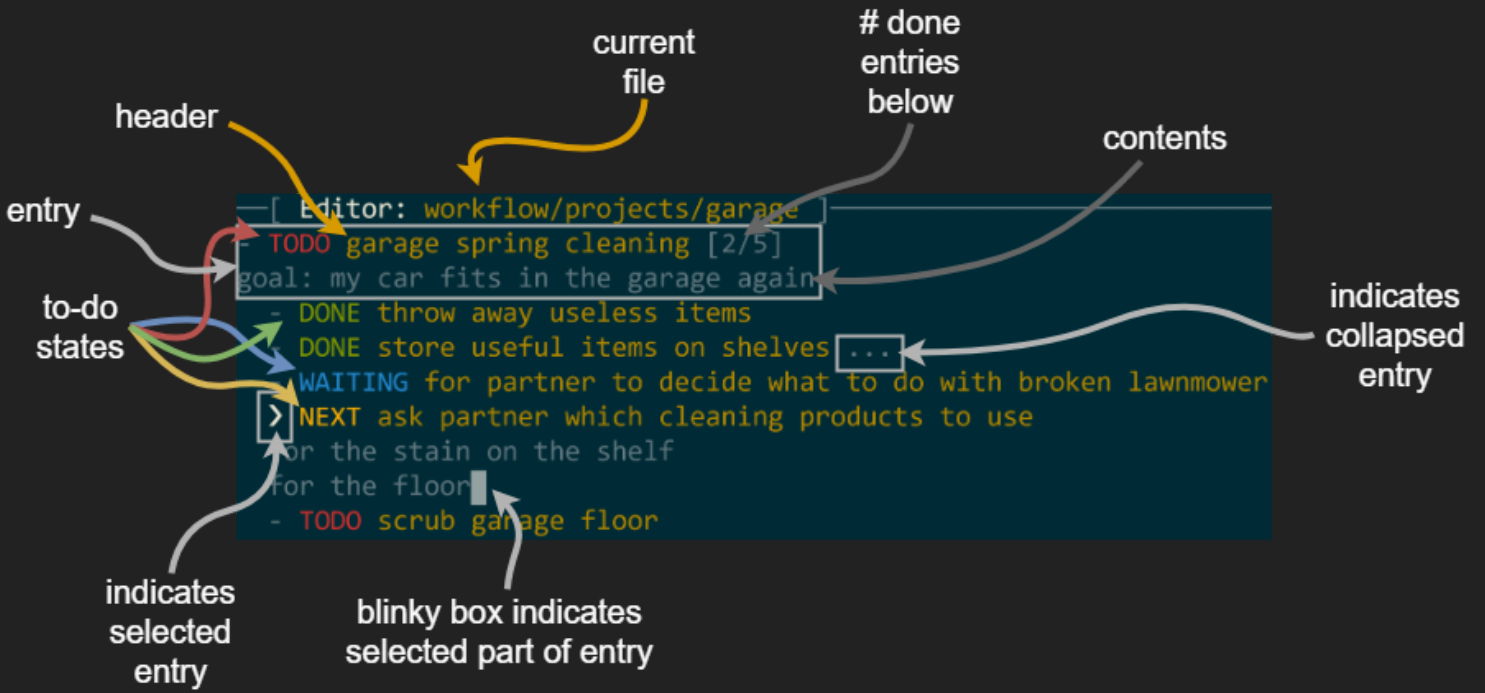


Smos Cheat Sheet



Browser

bw ← Workflow
bp ← Projects

- new entry
- child Entry

i select header
a
throw away useless items

select contents

enter

deselect

esc

```
> NEXT ask partner which cleaning products to use
for the stain on the shelf
for the floor
```

change selection

^ or k
< v > h j l

move entry

k
alt + h j l

u ← undo

a ← archive

alt + u ← redo

d ← delete

q ← quit Smos

Todo States

tt ← TODO
tn ← NEXT
td ← DONE
tr ← READY
tw ← WAITING
tc ← CANCELLED

Timestamp

ss ← SCHEDULED
sd ← DEADLINE
sb ← BEGIN
se ← END

Clock

ci ← in
co ← out

Report

rr ← work
rn ← next action
rw ← waiting