

Navigate your brain - From A to B

- List Title Tags
- Workflow tags
- List hyperlinks
- Breadcrumb navigation
- Starred pages viewer
- Alt+Shift+9/0 (Windows) - Ctrl+Shift+9/0 (Mac)

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Ctrl+Shift+9/0 (Mac)



From Science Fiction to reality

Have you ever wondered what it felt like to be beamed directly from one place to another, Star Trek transporter style, without having to open and close doors *and* cover the distance one step at a time? You're about to get a taste of what that might feel like (on a smaller scale) in WorkFlowy.

Since WorkFlowy is very much about working within zoomed-in list contexts (as opposed to one mega bulleted outline) - we rather frequently need to back out of one list we've zoomed into (by shifting up a level) and then zooming into another list... especially "*sibling*" lists (lists at the same level in a hierarchy/ outline).

What Alt/Ctrl+Shift+9/0 do for us is transport/ shift us from one zoomed-in sibling list to another, without the intermediate steps of going up one "level" and then zooming into another parallel/ adjacent list. The convenience of this shortcut is all the more apparent when we are able to flip through multiple zoomed-in sibling lists successively: It's literally like turning the pages of a book... or flipping from chapter to chapter... or even scanning through books on a bookshelf. It depends on what level you've zoomed into. It works *especially well* for drilling down into the minutiae of your outline and then flipping from one "building block" to another. Sure, we could *scan expanded outlines* too - but one has to experience this dynamic first hand to see the *focus* it affords *and* a different/ additional way of *juxtaposing lists* as we cycle through our zoomed in lists.

I make use of this shortcut *all the time*. This powerful dynamic is effective enough to change your workflow up a bit - in that you may start zooming into lists more as a result - since you now have an easy way to move about once zoomed in. Let me give you a couple of the use cases I've figured out for myself so far. Below you will be able to see 5-second animated GIFs for some of the use cases outlined. Just hit any GIF icon to see the animated GIFs in a shared Evernote note:

1. Book structure

You can flip through the following structures of a book you're writing:



Parts



Chapters



Subsections

2. Journal entries



Normally I have each day in a particular month collapsed. Now I can zoom in and flip through each day one at a time. One can expand all bullets under a specific date to read all entries in their entirety by double clicking/ tapping on the zoomed in title.

3. Calendar events



Cycle through the upcoming days in your calendar (if you have one in WorkFlowy, that is)

4. Eisenhower Matrix



Whether the sibling lists (of different priorities) are expanded or not, when you zoom into any priority, you can see all tasks within each by shifting to a "parallel" sibling list... or you can expand them in the context of the broader outline. It's up to you. I generally keep "quadrants" 3 and 4 collapsed as I work on my quadrant 1 and 2 tasks first.

5. Class/ patient/ customer records



I teach private English classes and keep a basic record of the material covered and payment from cycle to cycle. I pull individual student lists from a global alphabetized list into either my "Morning" or "Evening" list for today. When plotting the lessons I'm going to give, I find it incredibly useful to shift directly from one zoomed-in sibling list to another. It really speeds things up.

You would really need to tinker with this keyboard shortcut *within your own lists* to see how addictive (and freaking useful) it is. There are endless applications thereof. It just depends what lists you've got up your sleeve. It would not even be that far-fetched to actually use WorkFlowy for "slideshow presentations". The one missing ingredient in WorkFlowy's repertoire in this respect, is the ability to add image attachments, or at least display images linked to, inline. For the time being, one could simply add hyperlinks to external (image) files one wanted to bring up. One could also include an internal WorkFlowy hyperlink to a new set of sibling lists to cycle through at the end of a list. There's potential there. By the way, this keyboard shortcut works in both your web browser and in the Chrome desktop app.

The keyboard shortcut looked at in this chapter deserved a special shout-out. Thus a chapter all to itself, set apart from the other keyboard shortcuts in general. The next section of this book will deal with all the rest of the useful keyboard shortcuts I've picked up and gotten dexterous with... and there will certainly be a lot more animated GIFs you can take a peek at - if seeing means believing. I encourage you to play around with each of them, one by one: Practice makes perfect.