### The major elements of work-life quality

According to Harvard professor Richard Walton, there are 11 major characteristics that impact work-life quality :

1. **The attitude of an employee** - An employee working at a particular position should have adequate skills, knowledge, and expertise for that position. At the same time, a worker needs to be willing to learn.
2. **Fair compensation and job security** - Compensations that employees receive need to be in line with their knowledge, skills, expertise, and performance. When compensation is not proportional to these qualities, this may result in employee discontent and decreased productivity of a worker. Besides, when employees are provided with permanent employment, this type of job security enhances workers' quality of work life.
3. **Personal and career growth opportunities** - Companies need to ensure that their employees have an opportunity to develop their knowledge and skills, through training and development programs.
4. **The balance between personal and professional life** - organisations have to make sure that employees are not overwhelmed with work so that workers can achieve a balance between professional and personal life. This way, employees will avoid burnout as well.
5. **Nature of job** - Some employees may work routine, monotonous jobs. On the other hand, there are those workers whose nature of the job involves creativity and proactivity. So, depending on the nature of the job, the work-life quality of employees can either decline or improve.
6. **Level of stress** - If employees experience high levels of stress, their productivity and performance will decrease. This will have negative effects on workers' quality of work life, too.
7. **Risk and reward** - Walton claims that risky and challenging jobs should be paid more compared to the jobs that demand less risk and challenge. In addition, the rewards that employees get should be proportional to the risks and challenges of that job.
8. **Participative style of leadership** - Employees should feel a part of an organisation. That way, workers would feel free to share their ideas with the managers. Therefore, this kind of relationship improves overall work processes.
9. **Career prospects** - Employers should reward workers who perform well. This reward ensures the career growth of an employee, such as promotion.
10. **Fun at the workplace** - Employees should feel relaxed in the workplace. So, it's up to employers to organize occasional games nights or similar activities that help workers unwind.
11. **Alternative work arrangement techniques** - Having flexible work hours and taking advantage of a compressed workweek implies enhanced work-life quality of employees.

So, work-life quality is related to employee performance, increased productivity , and overall job satisfaction.

### The major elements of work-life balance

Jeff Davidson is the work-life balance expert. He believes that there are six elements of work-life balance:

1. **Self-management**Taking care of personal needs, such as eating, sleeping, exercising, plays a significant role in your work-life balance. For instance, when you don't sleep well, you're tired and that impacts your work, too. And, more importantly, how you manage your own needs is only up to you.
2. **Time management**Deciding on priorities and how you'll finish all tasks on time can be challenging. At the same time, you need to deal with personal assignments, as well. Davidson suggests setting goals and selecting important and urgent tasks and working on them first. This is the essence of the Eisenhower matrix technique, which can improve your time management skills.
3. **Stress management**Hearing various noises at the workplace and dealing with distractions, either from other colleagues or from outside, can make you stressed. So, to decrease your stress levels, you need to find a way to adapt to this kind of environment. Besides, Davidson points out that you should avoid multitasking because switching between projects and tasks can be stressful, too.
4. **Managing change**No matter where you work and what you do, it's likely that your job requires you to get used to frequent changes. To manage these changes better, you need to ensure that the volume of the change does not overwhelm you. This applies to any modifications in your private life, too.
5. **Managing technology**The technology you use should make your life easier, not more complicated. Remember that you rule technology, not the other way around.
6. **Managing leisure time**Taking time off is a vital element of achieving a work-life balance. Besides, be sure to spend your leisure time doing various activities, in order to avoid monotony.

Now that we covered the basics of work-life quality and work-life balance, in the next section, we'll analyse whether diverse work settings affect work-life balance.