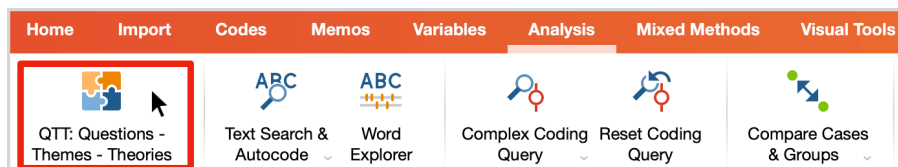


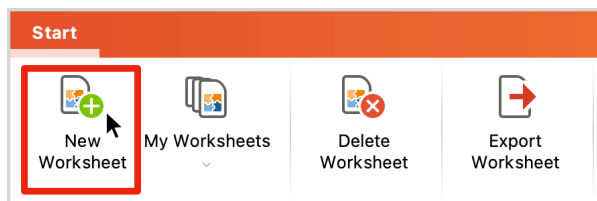
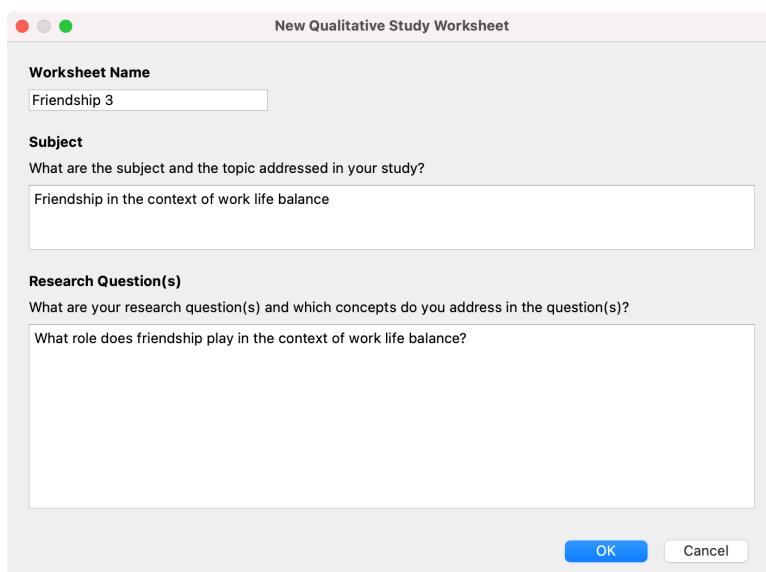
QTT: Questions, Themes and Theories

The “Questions – Themes – Theories” (QTT) workspace is a bridge between your MAXQDA project and your research report. You can compare QTT to a notebook where you collect everything about a particular subject or research question. But now you can enrich your notes with analytical results and elements like visualizations, quotes, memos, and more.



Create a QTT worksheet

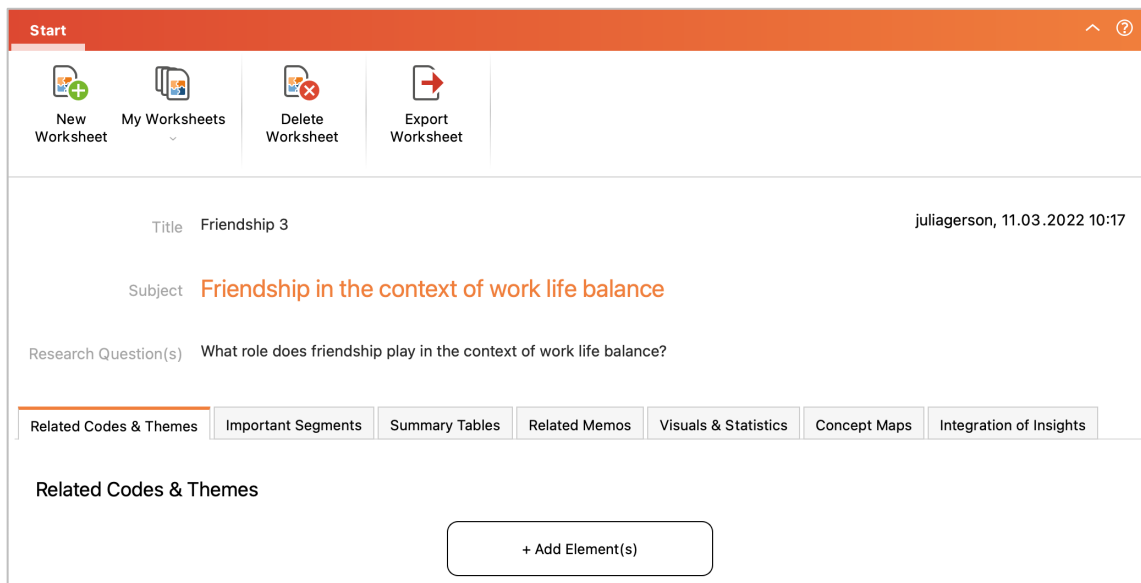
Open the QTT workspace from the Analysis menu ribbon and click New Worksheet. In the dialogue that appears, enter a name for the worksheet, the Subject (which will be the large title) and the research question(s) that this worksheet will focus on.

The screenshot shows the 'New Qualitative Study Worksheet' dialog box. It contains three sections: 'Worksheet Name' with the text 'Friendship 3', 'Subject' with the text 'Friendship in the context of work life balance', and 'Research Question(s)' with the text 'What role does friendship play in the context of work life balance?'. At the bottom, there are 'OK' and 'Cancel' buttons.

After clicking **OK**, the worksheet is created. Below the header that displays your subject, research question(s) and author info, you will find seven tabs that you can now start to fill with seven different types of elements and findings.

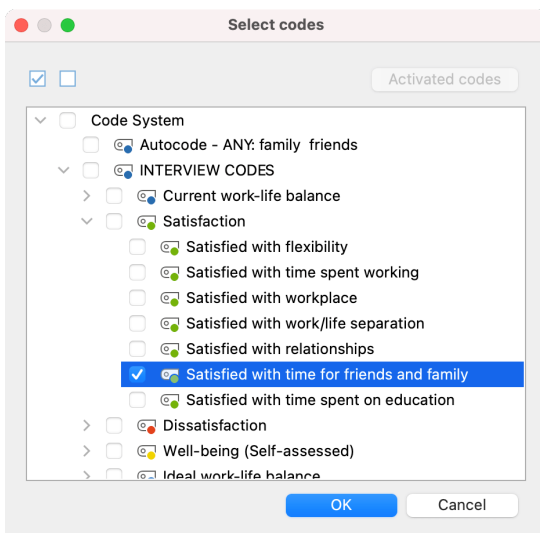
You can change the order of these tabs via drag & drop. If you don't need one of the tabs, right-click on the tab and click "Remove from Worksheet".



The screenshot shows the MAXQDA worksheet interface. At the top, there is a header bar with the title "Friendship 3" and the author information "juliagerson, 11.03.2022 10:17". Below the header, there is a section for the subject and research question(s). The subject is "Friendship in the context of work life balance" and the research question(s) is "What role does friendship play in the context of work life balance?". Below this, there are seven tabs: "Related Codes & Themes", "Important Segments", "Summary Tables", "Related Memos", "Visuals & Statistics", "Concept Maps", and "Integration of Insights". The "Related Codes & Themes" tab is currently selected. Below the tabs, there is a section titled "Related Codes & Themes" with a button labeled "+ Add Element(s)".

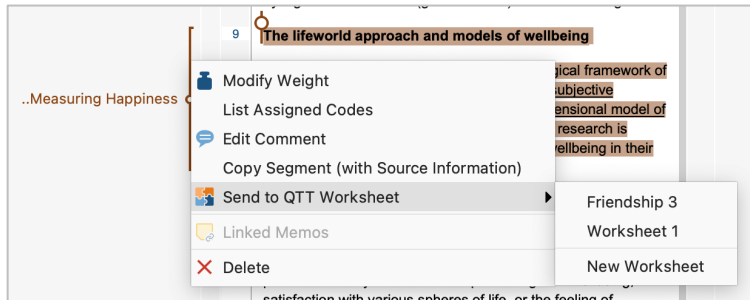
Insert Elements into a QTT worksheet

Codes, Segments, Memos, Summary Tables, MAXMaps: These tabs have a **Add Element(s)** button that opens a selection dialog, where you can select codes, memos, summary tables, or maps. An example is this selection dialogue for codes:

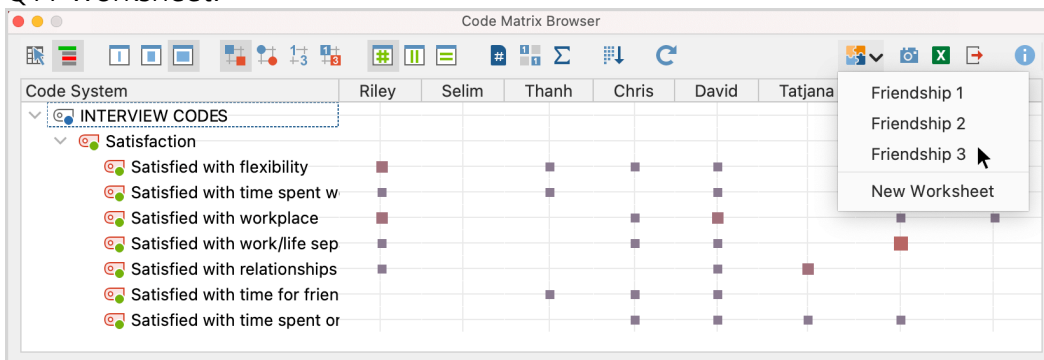


The screenshot shows the "Select codes" dialog box. It has a title bar "Select codes" and a checkbox for "Activated codes". Below this, there is a tree view of code systems. The tree view is expanded to show the "INTERVIEW CODES" section, which includes "Current work-life balance", "Satisfaction", and "Dissatisfaction". The "Satisfaction" section is further expanded, showing several sub-codes. The code "Satisfied with time for friends and family" is selected, indicated by a blue highlight and a checkmark in the selection column. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

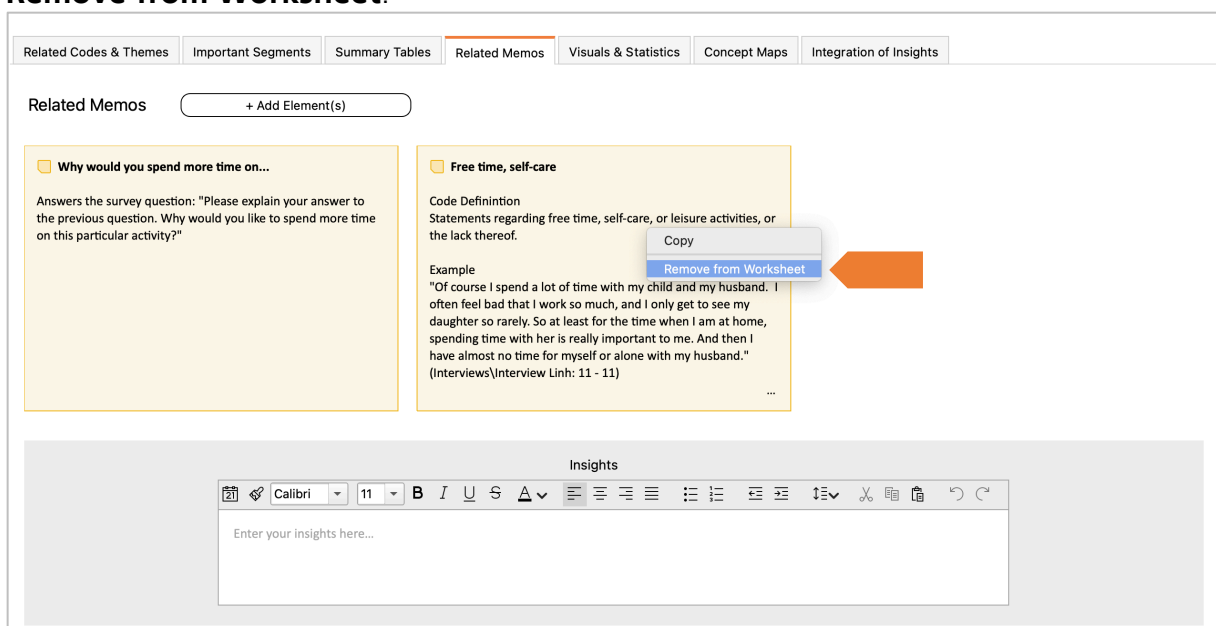
Coded segments are inserted directly via drag & drop from the main MAXQDA window. Alternatively you can right-click on a coded segment and select **Send to QTT Worksheet** from the context menu.



Visual Tools & Statistics: Click on the **Send to QTT Worksheet** icon in the upper right corner of any Visual Tool or chart to send a screenshot of the visualizations to a QTT worksheet.

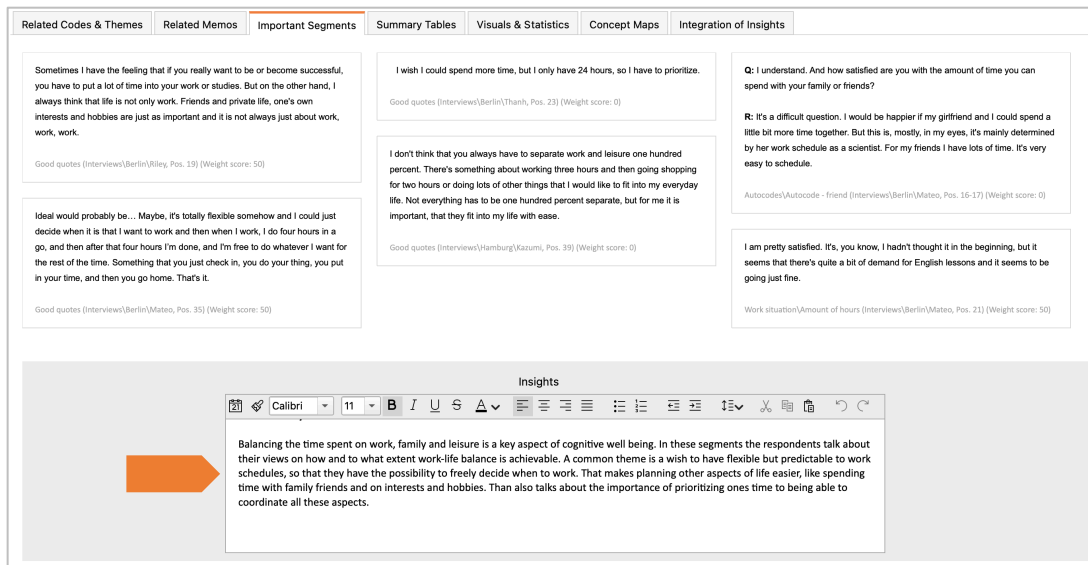


To remove any element from a QTT worksheet, right-click on the element and select **Remove from Worksheet**.



Insights

The Insights text boxes are either placed at the bottom of a tab, or directly under each visualization or table. Use these text boxes to write down your thoughts, insights, theories about the element(s) it related to.



Related Codes & Themes | Related Memos | **Important Segments** | Summary Tables | Visuals & Statistics | Concept Maps | Integration of Insights

Sometimes I have the feeling that if you really want to be or become successful, you have to put a lot of time into your work or studies. But on the other hand, I always think that life is not only work. Friends and private life, one's own interests and hobbies are just as important and it is not always just about work, work, work.

Good quotes (Interviews/Berlin/Riley, Pos. 19) (Weight score: 50)

I wish I could spend more time, but I only have 24 hours, so I have to prioritize.

Good quotes (Interviews/Berlin/Thanh, Pos. 23) (Weight score: 0)

I don't think that you always have to separate work and leisure one hundred percent. There's something about working three hours and then going shopping for two hours or doing lots of other things that I would like to fit into my everyday life. Not everything has to be one hundred percent separate, but for me it is important, that they fit into my life with ease.

Good quotes (Interviews/Hamburg/Kazumi, Pos. 39) (Weight score: 0)

Q: I understand. And how satisfied are you with the amount of time you can spend with your family or friends?

R: It's a difficult question. I would be happier if my girlfriend and I could spend a little bit more time together. But this is, mostly, in my eyes, it's mainly determined by her work schedule as a scientist. For my friends I have lots of time. It's very easy to schedule.

Autocodes/Autocode - friend (Interviews/Berlin/Mateo, Pos. 16-17) (Weight score: 0)

I am pretty satisfied. It's, you know, I hadn't thought it in the beginning, but it seems that there's quite a bit of demand for English lessons and it seems to be going just fine.

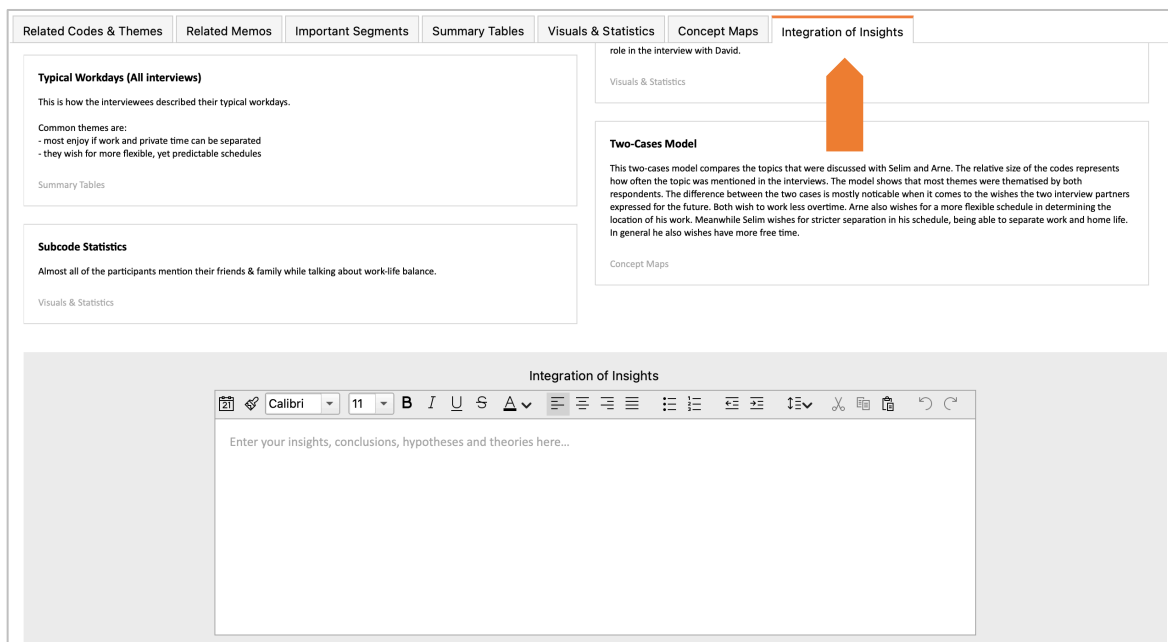
Work situation/Amount of hours (Interviews/Berlin/Mateo, Pos. 21) (Weight score: 50)

Insights

Balancing the time spent on work, family and leisure is a key aspect of cognitive well being. In these segments the respondents talk about their views on how and to what extent work-life balance is achievable. A common theme is a wish to have flexible but predictable to work schedules, so that they have the possibility to freely decide when to work. That makes planning other aspects of life easier, like spending time with family friends and on interests and hobbies. Then also talks about the importance of prioritizing ones time to being able to coordinate all these aspects.

Integration of Insights

The last tab called Integration of Insights is a special section in the QTT workspace. This is the place where it all comes together: It displays all of the insights you have created in other tabs. Use the text box at the bottom to integrate your insights into your overall conclusions, to develop hypothesis and theories.



Related Codes & Themes | Related Memos | Important Segments | Summary Tables | Visuals & Statistics | Concept Maps | **Integration of Insights**

role in the interview with David.

Visuals & Statistics

Two-Cases Model

This two-cases model compares the topics that were discussed with Selim and Arne. The relative size of the codes represents how often the topic was mentioned in the interviews. The model shows that most themes were thematised by both respondents. The difference between the two cases is mostly noticeable when it comes to the wishes the two interview partners expressed for the future. Both wish to work less overtime. Arne also wishes for a more flexible schedule in determining the location of his work. Meanwhile Selim wishes for stricter separation in his schedule, being able to separate work and home life. In general he also wishes have more free time.

Concept Maps

Typical Workdays (All interviews)

This is how the interviewees described their typical workdays.

Common themes are:

- most enjoy if work and private time can be separated
- they wish for more flexible, yet predictable schedules

Summary Tables

Subcode Statistics

Almost all of the participants mention their friends & family while talking about work-life balance.

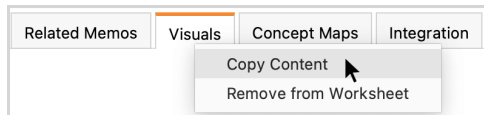
Visuals & Statistics

Integration of Insights

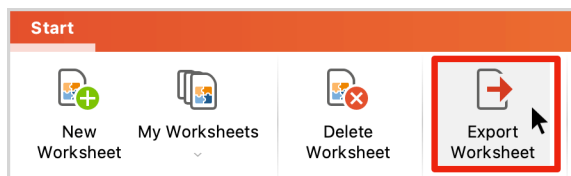
Enter your insights, conclusions, hypotheses and theories here...

Export

To copy individual tabs, or individual elements, right-click on the tab name or the element within a tab. You will find a Copy option in the context menu. Afterwards you can paste the content into another program.



To export the entire QTT worksheet, click the Export Worksheet Icon in the QTT menu. This exports generates a Word file with a table of contents, all of the elements in each tab, accompanied by all of your insights.



The screenshots display various components of the MAXQDA 2022 interface:

- Worksheet 1:** Shows a table of contents for 'Work-life Balance and Cognitive Well-being'.
- Related Memos:** Displays a list of memos related to the current worksheet.
- Work situation:** Shows a section titled 'Work situation' with a 'Code definition' and 'Insights'.
- Work-Life Balance:** Shows a section titled 'Work-Life Balance' with a 'Code definition' and 'Insights'.
- Important Segments:** Displays a list of important segments.
- Typical Workdays (All interviews):** Shows a table with columns for 'Interviewer and Interviewee', 'Z: Civil Status', '3: # of children', '4: Highest level of education', and '5: Age'.
- Visuals & Statistics:** Displays a 'Profile Comparison Chart' showing the distribution of responses across different categories.