

VOL. 02

WORKFORCE-READY WORKSHOP SERIES

Dress 4 Success

Workplace Style



**SHOWCASE YOUR PERSONALITY PROFESSIONALLY
& STYLE YOURSELF FOR THE JOB YOU WANT!**

Workbook developed by Laura Bustamante, CTRS & Edited by Sharon Vocino

WORKFORCE READY WORKSHOP SERIES

DRESS FOR SUCCESS

Welcome to the ultimate guide to dressing for success! Whether you're a current student, a fresh-faced grad, or a seasoned professional looking to up your game, this workbook has got you covered. We'll be diving into all things workplace style, from the importance of quality over quantity to dressing for your body type and even exploring the psychology of colours. And let's not forget about the different types of clothing for various vocational trades - and how you can still showcase your unique personality and look sharp in scrubs or a hard hat! We'll also touch on the undeniable connection between looking good and feeling good. After all, a good first impression can make all the difference in the competitive job market. So, grab a pen and get ready to elevate your fashion game and boost your confidence!



MONTEREGIE-WEST COMMUNITY NETWORK

Our Vision

To develop a strong and vibrant English-speaking community in Montérégie West

Our Mission

Bring together individuals, community groups, public organizations, professionals, and businesses.

Form partnerships and bonds within the Montérégie West community and with its neighbours.

Encourage lifelong learning for everyone from the youth to the elderly;

Provide information and resources to promote improved access to health and social services for all. www.mwcn.ca

NOVA CAREER CENTRE

Our experienced teachers, counselors, and staff are here to help you every step of the way. Whether your goal is to take a trade program, finish high school, or get ready for CEGEP, we offer you the support you need to meet your learning and career goals. Meet one-on-one with one of our counselors to create a personalized learning path that helps you get where you want to go. The journey begins with you!

www.nfsb.me



New Frontiers School Board CONTINUING EDUCATION

The journey begins with **you.**



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WORKFORCE READY WORKSHOP SERIES



POWER SKILLS

Discover the "Power skills" that make employees stand out in the workforce. Participants will learn about tried and true strategies to improve skills such as organization, productivity, communication, time-management skills, and more!



DRESS FOR SUCCESS

Learn about "dressing for the job you want" and fun new ways to upgrade your personal style to present a professional image. Participants will learn tips and tricks about everyday style to look and feel good for less!



SELF CARE & PROFESSIONAL PRESENTATION

This workshop will cover professional social media use, online hiring platforms such as LinkedIn, and self-care practices to prevent burnout. You will also learn about tried and true strategies to manage stress and revamp your online presence!



MARKETING YOUR STRENGTHS

Discover your most valuable strengths and learn how to use them to their full potential. An interactive activity will follow, where you can design your own business cards and receive a personalized marketing kit.



INTERVIEW SKILLS

At the end of this workshop, participants will have everything they need to show up to an interview prepared, professional, and with strategies that will make a lasting impression!

About THE PROGRAM

The workforce-ready workshop series was developed in partnership between the Monteregie-west community network and the New Frontiers School Board Continuing Education Department with the goal of equipping students with social, emotional, and tangible tools to support the successful transition to the workforce.



DISCLAIMER: *The content of this workbook is intended to provide guidelines and suggestions to support your personal growth and development. It is important to remember that everyone's needs and circumstances are unique, and the information provided may not apply to every situation. Please use the content as a tool to support your journey and adapt it to suit your individual needs. Remember always to prioritize your well-being and seek professional advice when necessary.*

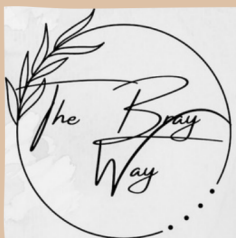
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This workbook and the workshop content were developed on behalf of the Montérégie West Community Network & The New Frontiers School Board by @thebrayway_ Wellness Services & L.B Therapeutic Recreation Coaching & Consulting along with the expertise of professionals specializing in the field.



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Introduction

WORKPLACE STYLE



"You never get a second chance to make a great first impression"

— Will Rogers

As adults in the workforce, it's important to develop a unique professional style that aligns with our values, strengths, and interests. But the truth is, not everyone is into fashion or feels confident with their style. It's easy to stick with the same old graphic tees and hoodies, but let's face it - that's not going to cut it in the professional world. It's time to step up and invest in yourself.

Taking the time to present a well-groomed and professional look is an investment in yourself and your career. Did you know that first impressions are formed within the first seven seconds of meeting someone? That's right, before you even open your mouth, your appearance speaks volumes.

In fact, studies have shown that dressing well can lead to better job opportunities, higher salaries, and even more promotions. So, it's time to ditch the hoodie and dress for success!

One key concept to keep in mind when it comes to professional style is the idea of "dressing for the job you want, not the job you have." By presenting yourself in a way that aligns with your career aspirations, you can signal to others that you're serious about your future and willing to put in the effort to get there.

THE SCIENCE BEHIND FIRST IMPRESSIONS

& the connection to what we wear.

The way we dress and present ourselves to the world sends a message about who we are and what we value. Our clothing choices and grooming habits can communicate a lot about us, even before we say a single word. In fact, studies have shown that people make assumptions about others based on their appearance within seconds of meeting them.

Historically, clothing was worn mainly for protection against the elements. However, as time passed, it developed and added significance as a form of fashion and visual communication. Clothing became a means of displaying one's social status, wealth, and profession. Even today, what we wear can be a powerful non-verbal expression of our unique personalities and create a positive impression. Our clothing also sends signals to our brains on how to behave.

In an interview with Forbes, fashion psychologist Dawnn Karen explains that "what you wear is a nonverbal extension of who you are." She goes on to say that "when you dress in a certain way, it helps shift your internal self." In other words, our clothing choices can actually impact our mood and behavior.

FIRST IMPRESSIONS

A series of recent studies shows that appearance shapes everything, from whether we will end up liking someone to our assessment of a person's trustworthiness.

First impressions are formed within **7-17 SECONDS** of meeting someone.

FIRST IMPRESSIONS ARE DETERMINED BY:

	55%	what you wear, how you act and how you walk through the door.
	38%	tone of voice.
	7%	the words you say.

TIPS FOR A POSITIVE FIRST IMPRESSION:

- SCRUTINIZE YOUR GROOMING.**
Taking the time to manage your image will improve the odds of making a positive first impression and will help give you more confidence.
- PRACTICE YOUR VERBAL COMMUNICATION**
Ask a friend to look for ways to modify your verbal communication for a positive first impression.
- EXAMINE YOUR ATTITUDE**
Make sure to smile and to give the other person your full attention while listening.
- EVALUATE YOUR NON-VERBAL COMMUNICATION.**
Practice shaking hands firmly and establishing good eye contact to avoid damaging your body language.
- ANALYZE YOUR ATTIRE.**
Make sure your clothes project an appropriate personal image.

Sources: Society for Personality and Social Psychology, Image Consulting Business Institute.

FIRST IMPRESSIONS

THE ASSUMPTIONS & JUDGEMENTS WE MAKE



Here are some examples of the types of assumptions people tend to make, based on the visual appearance of others:

Someone wearing a suit and tie may be perceived as professional, competent, and intelligent, while someone wearing ripped jeans and a band t-shirt may be seen as more rebellious and unconventional. These assumptions may or may not be accurate, but they can still influence how others interact with us.

But it's not just about the clothes we wear. Our grooming habits also play a role in how we are perceived. Someone who is well-groomed may be seen as more put-together and responsible, while someone with messy hair and unkempt nails may be viewed as careless or unprofessional.

Of course, these assumptions are not always fair or accurate. Someone who dresses casually may still be highly competent and intelligent, and someone with impeccable grooming habits may still struggle with personal or professional challenges. But the reality is that we live in a world where first impressions matter and our appearance is often the first thing that others notice about us.

Imagine you're interviewing for your dream job. You've got all the qualifications, but you show up in a wrinkled t-shirt and jeans. Your interviewer may question if you're taking the interview seriously, or if you'll put in the same effort in the job. However, if you show up in a well-tailored suit or dress, your interviewer will see that you're professional, put-together, and ready for the job.

Have you made any of these assumptions? What other assumptions or judgments have you made based on someone's appearance?

PERSONAL STYLE

WHERE TO START?



All right, so we know that presenting professionally is essential and that our clothes can show our personality, creativity, and career aspirations. But how do you start putting together a look that does all of that?

Everyone is different and there is no "one size fits all" process but here are a few steps to get you started:

- **Identify your body shape** and proportions: Understanding your body shape and proportions is key to dressing in a way that flatters your figure. Try taking measurements of your body, or use an online tool to help you determine your body shape.
- **Determine your colour palette:** Knowing which colours look best on you can help you create a cohesive wardrobe that complements your skin tone and hair colour. Experiment with different shades to find your go-to colour palette.
- **Define your style inspiration:** Consider which celebrities, bloggers, or fashion icons inspire you. Collect images of their outfits to help you identify recurring themes and styles that you can incorporate into your own wardrobe.

- **Clean out your closet:** Get rid of items that no longer fit, are outdated, or don't align with your personal style. This will make it easier to see what you have and what you need to add to your wardrobe.
- **Experiment with different styles:** Don't be afraid to try on new styles and trends. You may be surprised by what looks good on you! Try mixing and matching different pieces to create new outfits.
- **Invest in quality basics:** Building a wardrobe of quality, versatile basics can make it easier to mix and match outfits. Look for items like a well-fitting pair of jeans, a classic white button-down shirt, and a versatile blazer.
- **Accessorize strategically:** Accessories can add polish and personality to any outfit. Think about which accessories will complement your outfit, rather than overwhelm it. A statement necklace, scarf, or belt can make all the difference.
- **Be confident:** The most important part of developing your personal style is feeling confident in what you wear. Wear what makes you feel good, and don't be afraid to show off your unique personality and style.

“Create your own style. Let it be unique for yourself and yet identifiable for others.”



-
Anna Wintour



STYLE GENRES



CLASSIC/TRADITIONAL

This style is timeless, elegant, and sophisticated. Think of a tailored suit, crisp white shirt or a little black dress.



MINIMAL

This style is simple and understated. Think of neutral colours, clean lines, and practical accessories.



CREATIVE / BOLD

This style is innovative and expressive. Think of bold colours, unique prints, and statement accessories.



TRENDY

This style follows the latest fashion trends. Think of fashionable clothing brands and following the latest social media influencers.



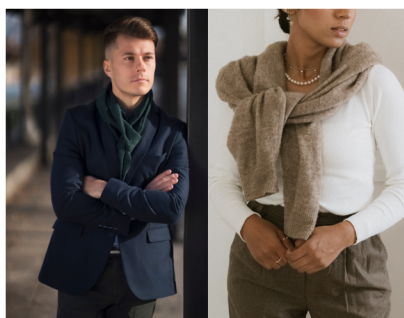
BOHEMIAN

This style is free-spirited and artistic. Think of flowy dresses, layered necklaces, and natural fabrics.



COMFORTABLE/PRACTICAL

This style is all about functionality, durability & comfort. Think of basics like cotton shirts, cargo pants, jeans and comfortable shoes/boots.



NEUTRAL/SMART

This style is sophisticated and polished. Think of earthy tones and muted colours, such as beige, grey, and black.



EDGY

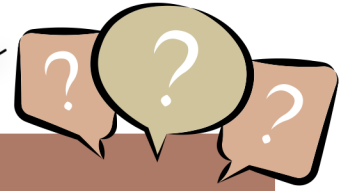
This style is bold and rebellious. Think of leather jackets, studded accessories, and dark colours.



VINTAGE

This style is nostalgic, retro, and timeless. Think of retro pieces, unique prints, and bold colours.

Questions for Reflection



DISCOVER YOUR STYLE PERSONALITY

What is the dress code for your workplace/ profession?

What are your job responsibilities and how might they affect your clothing choices?

What are your personal style preferences and how can you incorporate them into your work wardrobe?

What colours and patterns best suit your complexion and body type?

How can you balance comfort and professionalism in your clothing choices?

What accessories can you add to your outfits to enhance your style while still being appropriate for work?

How can you create a cohesive and versatile wardrobe that allows you to mix and match?



LET'S BRAINSTORM

Think about your ideal wardrobe. You can use this space to take notes, draw ideas, add colour palettes or textures you like, and so on! Think of yourself as an artist and your wardrobe as your masterpiece. Be as creative as you like!

NOTES & IDEAS








































List your style inspirations, fashion icons, and keywords that can help you develop your style personality!

COLOUR PAIRING

THE KEY TO MIXING & MATCHING

Understanding colour pairing is essential to creating a cohesive outfit. When it comes to colour, here are some guidelines to follow:

Neutrals are your friend: Black, white, grey, and navy are always a safe bet for a professional look.

A PAIR & A SPARE WARDROBE REHAB COLOUR DRESSING GUIDE		
IF YOUR MAIN COLOUR IS:	CREATE EASY COMPLIMENTARY OUTFIT PAIRINGS WITH:	OR GO FOR A TONAL OUTFIT
 PINK	  	 
 RED	  	 
 ORANGE	  	 
 BEIGE	  	 
 YELLOW	 	
 GREEN	 	  
 LIGHT BLUE	  	 
 DARK BLUE	    	 
 PURPLE	  	 
 BROWN		
 GREY	   	
 WHITE	<i>Pairable with all colours</i>	
 BLACK	<i>Pairable with all colours</i>	

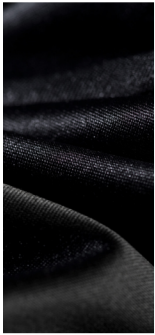
- If you're not sure, stick to monochromatic: wearing different shades of the same colour is an easy way to create a put-together look without worrying about clashing.
- Complementary colours: colours that are opposite on the colour wheel, such as blue and orange, create a striking contrast when paired together.
- Analogous colours: colours that are next to each other on the colour wheel, such as blue and green, create a harmonious look when paired together.

When it comes to patterns, here are some suggestions:

- Solids and simple patterns are best for a professional look.
- Stripes and checks can work, but keep them subtle and pair them with solid pieces to avoid overwhelming the outfit.
- Avoid flashy prints or graphics, as they can be distracting and unprofessional.

Remember, the key to dressing professionally is to keep it simple and classic. Stick to timeless pieces and neutral colours, and you'll always look sharp and put together.

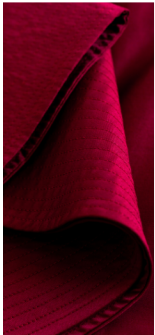
THE MEANING BEHIND THE COLOURS WE WEAR



Have you ever stopped to think about the colours you wear and the message they may be sending to the world? It turns out that the colours we choose to don can actually say a lot about us and can even influence the way others perceive us.

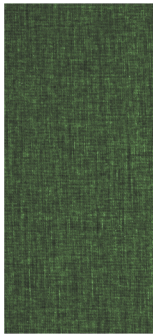
BLACK Wearing black can come across as classic, powerful, mysterious, and sophisticated. Without the right accessories or facial expressions, you might come across as unapproachable or intimidating.

WHITE. Wearing white can make you appear pure, clean, innocent, and even a bit angelic. However, it can also be seen as boring or lacking in personality.



RED: This bold and fiery colour can make you seem confident, passionate, and even a little bit dangerous. But be warned, because too much red can come across as aggressive or overly sexual.

BLUE This colour is associated with trustworthiness, intelligence, and loyalty. However, too much blue can also make you seem aloof or unemotional.



YELLOW is the colour of sunshine and can make you appear cheerful, optimistic, and outgoing. But too much yellow can also be overwhelming or even a little bit irritating.

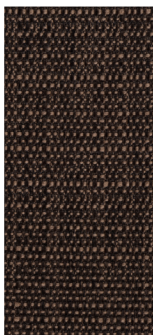
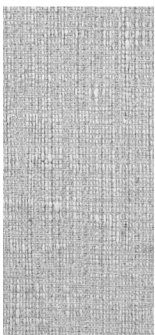
GREEN is the colour of nature and can make you seem grounded, reliable, and down-to-earth. However, it can also be associated with envy or even sickness.



PURPLE is the colour of royalty and can make you appear creative, imaginative, and even a bit eccentric. But be careful, because too much purple can also make you seem pretentious or out of touch.

ORANGE: If you want to appear warm and inviting, go for orange. This vibrant colour can make you seem energetic, enthusiastic, and approachable. But too much orange can also be seen as overly loud or even obnoxious.

GRAY is the colour of neutrality and can make you seem practical, logical, and even a bit sophisticated. However, it can also be seen as boring or lacking in personality.



BROWN This earthy colour can make you seem dependable, stable, and even a bit humble. But too much brown can also be seen as drab or even dirty.

The next time you're getting dressed, think about the message you want to send to the world and choose your colours accordingly. And remember, a little bit of colour can go a long way!

“The most important thing to remember is that you can wear all the greatest clothes and all the greatest shoes, but you’ve got to have a good spirit on the inside. That’s what’s really going to make you look like you’re ready to rock the world.” –

Alicia Keys

WORK WEAR FOR THE SKILLED TRADES

Tough clothes that work as hard as you do!

When selecting work clothes for trades such as mechanics, carpentry, welding, and construction, it is important to prioritize functionality, safety, and practicality. Here are some guidelines for selecting appropriate work clothes:



- **Choose durable materials** such as denim, canvas, or heavy-duty cotton to withstand the wear and tear of the job. Example: A pair of heavy-duty cotton work pants.
- **Prioritize functionality** by selecting clothes with pockets, loops, and other features to carry tools and equipment. Example: A carpenter's tool belt with multiple pockets.
- **Choose comfortable and breathable fabrics** to ensure ease of movement and to prevent overheating. Example: A lightweight and breathable work shirt made of moisture-wicking fabric.
- **Select clothes that fit well** and do not restrict movement. Example: A pair of work boots with a wide-toe box for added comfort and flexibility.
- **Choose high-visibility clothing** for jobs that require increased visibility for safety. Example: A reflective vest for construction workers.



PRACTICAL, DURABLE & SAFE WORKWEAR

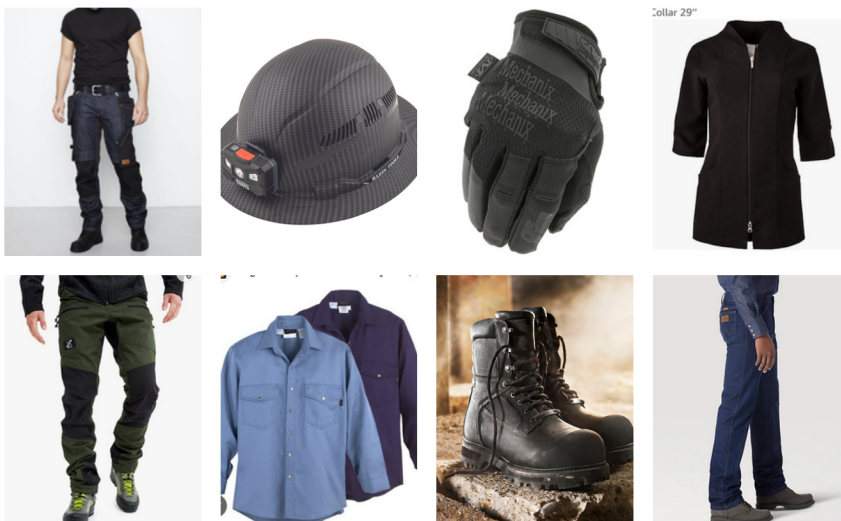
To look stylish and present a well-put-together look, consider selecting clothes that have a modern and fitted cut.

- Choose colours that complement each other and accessorize with items such as a watch, belt, or scarf. Remember, it's important to prioritize functionality and safety first, but you can still look good while getting the job done.
- Accessories such as leather gloves and steel-toed boots can also provide added protection while still being fashionable. It is important to prioritize safety over fashion when selecting work attire, but with some research and attention to detail, it is possible to find clothing that meets both criteria.



DURABLE & FLAME RESISTANT MATERIALS:

When selecting work clothes for welding, prioritize safety over fashion. Flame-resistant clothing is essential in professions where workers are exposed to heat, flames, and sparks. Here are six types of flame-resistant materials for clothing that are commonly used in professions such as welding and mechanics:



- Nomex: A lightweight, durable, and heat-resistant material made from aramid fibers.
- Kevlar: A strong and durable synthetic material that is heat and flame-resistant.
- CarbonX: A high-performance fabric that is flame-resistant, lightweight, and breathable.
- Tecasafe Plus: A blend of synthetic fibers that is comfortable, moisture-wicking, and flame-resistant.
- Proban: A treated cotton material that is affordable and provides good flame resistance.
- Indura: A cotton fabric that is treated with a flame-resistant finish.

DRESSING SHARP IN THE SKILLED TRADES

Work Hard & Look Good

While size, fit and material choice are important elements behind creating a functional, comfortable, and polished look for the trades, there are a few other things you can do to insure that you present professionally on the job site.

- Maintaining, cleaning, and caring for work clothes is crucial for their longevity. Follow care instructions and wash work clothes separately from regular clothes to prevent damage from oil, grease, or other substances.
- Consider investing in high-quality work clothes that may cost more initially but will last longer and ultimately save money in the long run. Look for brands that specialize in workwear and have a reputation for durability and quality.



What are your go-to suppliers and brands for work wear? What do you like about them?



HEALTH CARE STYLE BASICS

Health Care Chic



Are you tired of feeling frumpy in your medical scrubs? Do you feel like your work uniform is holding you back from showing off your personal style? Fear not, stylish healthcare professionals! There are plenty of brands out there that offer contemporary styles and fits for all body types and personalities.

First up, ***Figs***. This brand has taken the medical world by storm with its trendy and flattering scrubs. They offer a variety of styles and colours that will make you feel like you're not even wearing scrubs. Plus, their fabric is super soft and comfortable.

Another great option is ***Jaanuu***. This brand offers fashion-forward scrubs that are both functional and stylish. From trendy jogger pants to modern colour blocking, Jaanuu has something for everyone.

Now, let's talk about how to make small changes that will let you feel and look good while still following uniform regulations. Start by investing in a good pair of shoes. Adding a fun and comfortable pair of sneakers or clogs can make a huge difference in your overall look and comfort level.

Next, accessorize! Adding a colourful or patterned scrub cap or badge reel can add some personality to your uniform. Don't forget to also invest in a good quality undershirt that will keep you comfortable and help your scrubs fit better.

WHEN CHOOSING WHICH SCRUBS TO BUY:

Consider these elements:

- **FIT** - Make sure your scrubs fit well and aren't too baggy or too tight.
- **COMFORT**- look for scrubs made from soft, breathable fabric that will keep you comfortable all day.
- **STYLE**- choose a style that suits your personality and makes you feel confident.
- **FUNCTIONALITY**- make sure your scrubs have enough pockets and features to suit your work needs.
- **COLOUR**- choose a colour that flatters your skin tone and makes you feel good.

BASIC STYLE GUIDELINES

TIPS & TRICKS

- **Dress for the occasion:** Dress appropriately for the event or occasion you are attending. For example, a formal event calls for a suit or formal dress, while a casual event allows for more relaxed clothing.
 - **Fit is key:** Clothes that fit well make you look and feel confident. Ill-fitting clothes can make you appear sloppy or unprofessional.
 - **Less is more:** Keep your outfit simple and avoid over-accessorizing. This allows your clothing to speak for itself and prevents a cluttered or overwhelming appearance.
 - **Invest in quality basics:** Invest in high-quality, versatile pieces that you can wear repeatedly. These basics can be dressed up or down and will last longer than cheaper, fast-fashion alternatives.
 - **Know your body type:** Dress for your body type to accentuate your best features and create a balanced silhouette. For example, a pear-shaped body may want to emphasize their waistline with high-waisted pants or a belted dress.
 - **Dress for your age:** Dress in a way that is appropriate for your age. For example, younger individuals may be able to get away with more daring or trendy styles, while older individuals may want to opt for more classic and timeless pieces.
 - **Stick to a colour scheme:** Stick to a colour scheme that complements your skin tone and hair colour. This creates a cohesive and put-together look.
- 
- **Pay attention to detail:** Pay attention to the little details, such as cuff links or pocket squares. These small touches can elevate an outfit and show attention to detail.
 - **Don't be afraid to mix it up:** Mixing patterns and colours can create a bold and interesting look, but be sure to choose ones that complement each other and aren't too overwhelming.
 - **Shoes matter:** Shoes can make or break an outfit. Choose shoes that are appropriate for the occasion and match the style of your clothing.
 - **Accessorize appropriately:** Choose accessories that complement your outfit, rather than overwhelm it. For example, simple jewelry can complement a bold outfit, while a statement necklace may be the focal point of a simpler outfit.
 - **Confidence is key:** Wear clothing that makes you feel confident and comfortable. Confidence is the most important accessory and can make any outfit look great.

TIMELESS STYLE BASICS

12 ITEMS EVERYONE SHOULD HAVE IN THEIR WARDROBE



A BLAZER



A BUTTON DRESS SHIRT



BASIC SOLID T-SHIRTS



FITTED SOLID COLOUR JEANS



**THE WEAR WITH EVERYTHING
"LEATHER" JACKET**



SOLID COLOUR TROUSERS



BLACK PANTS



A PATTERNED TOP



A POP OF COLOUR



AN OCCASION OUTFIT



A DRESS BLOUSE



AN OVERCOAT

WORK PLACE STYLE

DO'S & DON'TS













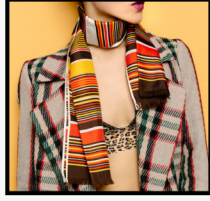
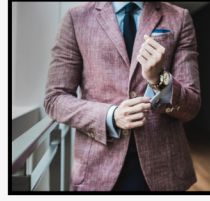
















Write the do's & don'ts of workplace attire according to your desired job or profession.



DRESS CODE	<i>I.E. Bussiness Casual</i>	<i>I.E. Street Wear / Ripped Jeans</i>
FOOTWEAR		
MATERIAL TYPE		
COLOURS		
STYLE		
FIT		
FEATURES		
PATTERNS		
SAFETY GEAR		
OUTERWEAR		
BODY ART		

WORK PLACE STYLE DO'S & DON'T

Place an X for images that you think represent workplace wardrobe "faux-pas" and a ✓ on images you think represent recommended style elements. Write what each element represents to you.

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ORGANIZE YOUR CLOSET

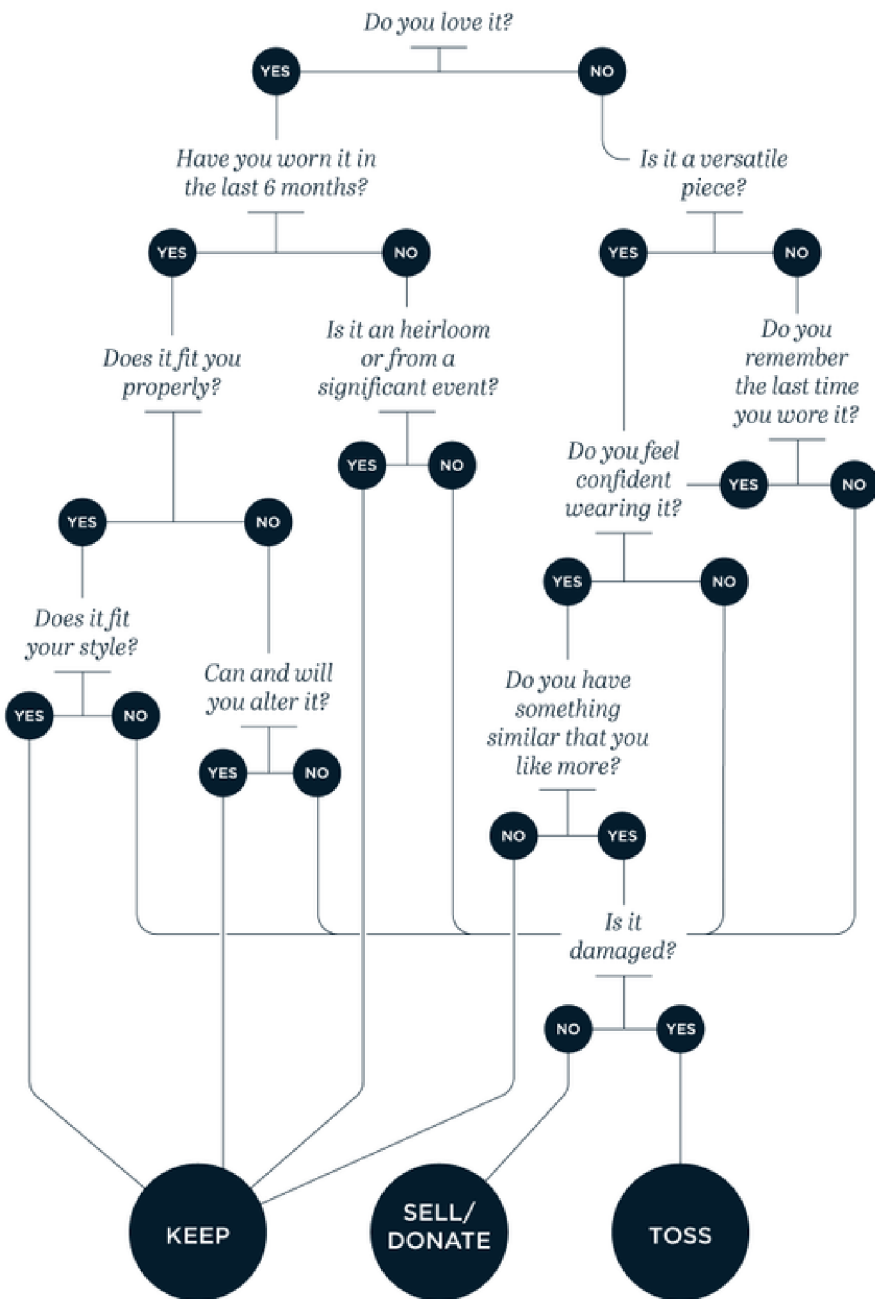
Keeping your closet organized can be a daunting task, but it doesn't have to be. Here are some tips and tricks to help you maximize efficiency and keep your clothes looking their best.

1. **Declutter:** The first step in organizing your closet is to declutter. Go through your clothes and get rid of anything that no longer fits, is out of style, or that you haven't worn in over a year. Donate or throw away the items that you no longer need.
2. **Categorize:** Categorize your clothes by type (shirts, pants, dresses, etc.) and colour. This will make it easier to find what you're looking for and keep your clothes organized.
3. **Invest in hangers:** Invest in high-quality hangers to keep your clothes looking nice longer. Avoid wire hangers as they can leave dents in your clothes.
4. **Utilize vertical space:** Use shelves or hanging organizers to maximize your vertical space. This will allow you to store more items in your closet without taking up too much space.
5. **Store out-of-season clothes:** Store out-of-season clothes in a separate area to free up space in your closet. Vacuum-sealed bags are a great way to store clothes while keeping them protected.
6. **Organize your shoes:** Use shoe racks or cubbies to keep your shoes organized and easy to find. Keep them off the floor to prevent damage.
7. **Accessorize with purpose:** Use jewelry organizers or drawer dividers to keep your accessories organized and easy to find.



ORGANIZE YOUR CLOSET

how to pare down YOUR CLOSET



CAPSULE WARDROBES

WHAT ARE THEY AND WHY SHOULD YOU HAVE ONE?



A capsule wardrobe is a collection of essential clothing items that can be mixed and matched to create a variety of outfits. It started in the 1970s with the idea of simplifying one's wardrobe and reducing clutter. The benefits of a capsule wardrobe include saving time and money, reducing decision fatigue, and promoting sustainable fashion.

Creating a capsule wardrobe is a great way to simplify your wardrobe and make getting dressed easier. By limiting your clothing options to essential pieces that can be mixed and matched, you'll be able to focus on quality over quantity and reduce clutter in your closet. However, it's important to note that a capsule wardrobe isn't a one-size-fits-all solution, as everyone's personal style and lifestyle are unique.

When creating your capsule wardrobe, it's important to assess your lifestyle and personal style first. This will help you determine which key pieces you wear most often and ensure that your capsule wardrobe aligns with your needs. Additionally, choosing a colour scheme and investing in high-quality basics will help you create a cohesive wardrobe that lasts longer.

CAPSULE WARDROBE IN 5 STEPS

CLASSYYETTRENDY.COM

1

Select Your Base Color

Choose either BLACK or NAVY as your base color.



2

Add Neutral Basic Essentials

Select a few neutral-color core closet essentials in white, ivory, tan, beige, camel and/or gray.



3

Select Your Accent Colors

Pick 1, 2 or 3 accent colors and add a few clothes with your accent colors to your capsule.

Optional - You can use all neutral-colors in your capsule wardrobe.



4

Add Patterned Items & Layers

Add 1 or 2 patterned clothes (stripes, floral, plaid, etc) and add a few layering items if weather-permitting (jackets, blazer, cardigan, coat, etc)



5

Add Shoes & Accessories

Add a few shoes in neutral colors and/or your accent colors, then choose your accessories, like bags, jewelry & scarves to complete your outfits.



THINGS THAT LOOK EXPENSIVE (WITHOUT ACTUALLY BEING EXPENSIVE!)

The twelve elements that can help you elevate your outfit to appear sharp, poised and classic without breaking the bank.



1. **Tailored fit** - clothing that fits your body properly can make any outfit look more expensive.
2. **Accessories** - a nice watch, leather belt, statement jewelry or a nice sleek bag can add a touch of luxury to any outfit.
3. **Quality shoes** - a nice pair of dress shoes can elevate any outfit, even if the rest of your clothes are more affordable. Pointed-toe shoes tend to look more expensive than those with a rounded toe.
4. **Layering** - wearing a shirt, sweater, and blazer can make you look sophisticated and classic.
5. **Simple & neutral colours** - sticking to neutral, classic colours like black, white, browns, navy, and gray help you look sophisticated and classic.
6. **Well-groomed** appearance - taking care of your hair, nails, and skin can make a big difference in how put-together you look.
7. **Classic outerwear** - investing in a quality coat or jacket can make any outfit look more polished.
8. **Silhouettes & clean lines** - choosing clothing with simple, clean lines can make anyone look more sophisticated.
9. **Fit and flare** - choosing clothing that fits well at the waist and flares out can make you look more expensive and put-together.
10. **Textures** - mixing textures like silk, satin, wool, velvet, leather, and cotton can make an outfit look more luxurious.
11. **Timeless Prints** - classic prints like polka dots, stripes, and plaid can make an outfit look chic & expensive.
12. **Gold, marble, pearl** -and pure black accessories help elevate an outfit and give an air of finesse.

DRESS CODES

COMMON DRESS CODES FOR THE WORK PLACE

CASUAL



Casual dress code refers to clothing that is informal and comfortable, yet clean and professional. It's best to go with nicer casual wear and avoid the baggier items you wear around the house.

- Sundress / skirt
- Khakis or nice jeans (no holes)
- Shorts (depending on occasion and climate)
- Plain T-shirt (no slogans), polo shirt, turtleneck
- Casual button-down
- Loafers, sneakers (with or without socks), sandals

DRESSY CASUAL



A dressy casual dress code is a versatile balance between formal and casual. This is the ideal choice for networking (or socializing) after work, fundraisers, or dinner at a nice restaurant.

- Dress
- Skirt and dressy top
- Dressy pants outfit
- Nice jeans and dressy top
- Seasonal sport coat or blazer, and slacks
- Dress shirt, casual button-down shirt, open-collar or polo shirt
- Optional tie

BUSINESS CASUAL



Casual business attire is pretty ambiguous, but generally means slacks, khakis, or a skirt with a dress shirt, blouse or polo. Dresses and seasonal sport coats fall into this dress code as well.

- Skirt, khakis, or pants
- Open-collar shirt, knit shirt or sweater (no spaghetti straps or décolleté)
- Simple dress/shirt
- Dress shirt, casual button-down shirt, open-collar or polo shirt
- Optional tie / season sports coat
- Loafers or loafer-style shoes, and socks

BUSINESS FORMAL



A business formal is characterized by a suit jacket with matching pants or a skirt. The darker the suit, the more formal. Matching accessories can personalize your look, but they should not be a distraction.

- Suit / Business dress
- Skirt/dress with jacket
- Heels / flats or loafers
- Dark business suit
- Matching vest (optional)
- Dress shirt
- Conservative tie
- Leather dress shoes and dark dress socks

DRESS CODES

COMMON DRESS CODES FOR NETWORKING AND EVENTS

SEMI-FORMAL



Semi-formal is more formal than what you would wear to an office, but slightly less formal than what you would wear to a formal event. For events later than 6pm, you'll want to err on the side of formality.

- A "little black dress"
- Long dressy skirt and top
- Dressy separates
- Dark, business suit
- Matching vest (optional)
- Dress shirt & tie
- Leather dress shoes and dark dress socks / heels / flats

FORMAL



A Formal dress code is a step-up from semi-formal and gives guests a couple of formal options to choose from. There is less pressure for formality than at a black tie event.

- Formal evening dress (short or long)
- Long skirt and dressy top
- Dressy pants outfit
- Dark business suit
- Matching vest (optional)
- Dress shirt & conservative tie
- Dress shoes / heels

CREATIVE BLACK TIE (OPTIONAL)



A creative black tie maintains black tie formality but allows for the use of textures, colours, and accessories to personalize your look allowing room for creativity and flair.

- Tuxedo combined with trendy or whimsical items, such as a black shirt or a matching coloured or patterned bow tie and cummerbund
- Formal (floor length) evening gown
- Dressy cocktail dress
- Your dressiest "little black dress"
- Fun or unique accessories

BLACK TIE



Black tie attire is slightly less formal than white tie, but it is more formal than business attire. It is the most common formal dress code for events such as weddings, proms, formal dinners, and theatre.

- Black tuxedo jacket & matching trousers
- Formal (pleated front) white shirt
- Shirt studs and cuff links
- Black bow tie (silk, satin, or twill)
- Black cummerbund or a vest
- Formal (floor length) evening gown
- Your fanciest "little black dress"

ARTICLE ADAPTED FROM EMILYPOST.COM

HAIR CARE BASICS

Article by: Vanessa Rassi

Tips & Tricks



WHERE TO START? **Wash it!**

- Depending on your hair texture, wash your hair every 2-7 days (the thicker and curlier your hair is the longer you can wait)
- Make sure to shampoo and condition as directed below to ensure fresh hair depending on your hair type and length
- Try to avoid daily hair washing as it is very harsh on the hair and scalp (a great trick if you find your hair gets oily quickly is to shake some baby powder into your roots and rub it in to absorb the oil from your scalp)

WHAT'S NEXT? **Dry it!**

- The first step in the drying process is towel drying so always keep in mind not to be too rough with your towel because this will cause unwanted frizz, static and potential breakage
- Brush or comb out your towel-dried hair always starting from the bottom and working your way up to the top
- Make sure that if you are using heat on your hair to apply a heat protector beforehand, if you don't have any make sure to keep your hair dryer at a small distance from your hair to avoid any burning.

FINAL TOUCHES

Style it!

- If you plan on straightening or curling your hair after drying it make sure that your hair is completely dry so that the next part of your style lasts
- Make sure to use a heat protecting spray before heat styling with a straightener or curling iron to avoid damaging your hair
- Reinforce your style for a more elevated look by using product to place it as desired

CARING FOR SHORT HAIR

Hair Care Basics

Washing instructions

- Wet thoroughly and use a very small amount of shampoo to lather
- If the first shampoo doesn't lather rinse and repeat the shampoo process.
- Also rinse and repeat the shampoo process if you normally use products (gel, mousse, wax, paste, etc.)
- Rinse and use a very small amount of conditioner if you have thick, wavy or curly hair (straight, fine short hair is not necessary to condition)
- Rinse conditioner.

Drying instructions

- As soon as you get out of the shower with your wet hair lightly towel dry it and then comb or brush it in the direction you want your hair to be styled.
- Depending on the desired style, quickly blow dry hair in the direction you want it to stay for the day (for example; out of your eyes, behind your ears, etc.)



Products for short hair

- If you have hair that is longer than a couple of inches and you have tangles you should use a brush (any kind of brush should work well in hair that is shorter than your shoulders)
- Depending on the texture of your hair and the desired style, products that work well in short hair would be products like gel, wax, paste, mousse, hairspray, etc.

Article by: *Vanessa Rassi*



CARING FOR MEDIUM LENGTH HAIR

Hair Care Basics



Washing instructions

- Wet your hair thoroughly and use a small to medium amount of shampoo to lather depending on the thickness of your hair.
- If the first shampoo doesn't lather rinse and repeat the shampoo process.
- Also rinse and repeat the shampoo process if you normally use products (mousse, styling cream, oils, hairspray, etc.)
- Rinse and use a medium size amount of conditioner from the middle of your hair to your ends, do not touch your scalp with the conditioner because it will make your hair seem oily even though it is clean.
- Rinse conditioner.



Drying instructions

- When you get out of the shower dry your hair with your towel and try not to be too rough with it because this will create a lot of unwanted frizz and potential breakage if you have chemically treated hair.
- Brush through your hair after towel drying with a large tooth comb or a detangling brush and brush in the direction you want to dry your hair.
- If you have time (depending on your hair texture) let your hair air dry for an hour before you start to blow dry it because this will cause much less heat damage in the long term.
- If you don't have extra time that's no problem just make sure to blow dry from a few inches away from your hair to avoid heat damage over time.

Products for medium-length hair

- If you have a finer hair texture and desire more volume the ideal products are mousse, root lifters, salt sprays, hair sprays, etc.
- If you have a thicker or wavy/curly hair texture and desire a straighter, flatter look, the ideal products are styling creams, leave-in conditioners, heat protectors, oils, shine sprays, etc.

Article by: *Vanessa Rassi*

CARING FOR LONG HAIR

Hair Care Basics

Article by: Vanessa Rassi



Washing instructions

- Wet your hair thoroughly and use a medium size amount of shampoo to lather just the hair at the scalp/roots of your head and then gently pull the suds from your scalp through to the ends of your hair without scrubbing your ends (scrubbing will create split ends and breakage in long hair.)
- Rinse and repeat the shampoo process depending on how often you wash your hair (if you wash it every day only wash once) and how much product buildup you have in it (if you use a lot of products wash twice.)
- Rinse and use a medium-to-generous amount of conditioner depending on how long, thick, or wavy/curly your hair is.
- Condition only from the middle of your hair length to your ends and avoid conditioning the scalp so it stays cleaner longer.
- Bring a detangling brush with you in the shower so you can brush your hair while the conditioner is in to make it easier on the tangles and avoid breakage.
- Rinse after brushing the conditioner in and if you have very wavy/curly hair you can leave a little bit of conditioner in your hair to help with styling after.

Drying instructions

- When you get out of the shower gently towel dry your hair
- Use a detangling brush and brush your hair starting from your ends and working your way up to your scalp to avoid breakage and split ends
- Depending on how much time you have let your hair air dry before drying with heat and if that's not possible just make sure not to get the blow drier too close to your hair to avoid heat damage
- Use a heat protector if possible.

Products for long hair

- The ideal products for long hair are conditioning, and hydrating products because long hair tends to be very dry and tangly simply due to the length.
- Heat protectors are important when drying, straightening, curling, or using any type of heat on your hair if you want to keep it long and healthy.
- Detangling brushes are the most important for long hair since normally the longer it is the more tangled it will be.

"What you wear is how you present yourself to the world, especially today, when human contacts are so quick. Fashion is instant language."

-Miuccia Prada

ONLINE VS. IN-PERSON SHOPPING

BUILDING YOUR PROFESSIONAL WARDROBE

As you start to build your professional wardrobe, you may be wondering whether to shop for clothing online or in person. Each option has its pros and cons, so it's important to weigh them before making a decision.

ON-LINE SHOPPING

PROS

- **Convenience:** You can shop from anywhere, at any time.
- **Variety:** Online stores often have a wider selection of sizes and styles.
- **Price:** Online stores may offer better deals and discounts.

CONS

- **Fit:** You can't try on clothes before purchasing, which can lead to sizing issues.
- **Quality:** Online photos may not give an accurate representation of the fabric and texture.
- **Shipping:** You may have to pay for shipping costs and wait for your items to arrive.



IN-PERSON SHOPPING

PROS

- **Fit:** You can try on clothes before purchasing to ensure the right fit.
- **Quality:** You can feel the fabric and see the true colours in person.
- **Immediate Gratification:** You can take your items home with you right away.

CONS

- **Time:** It can be time-consuming to visit multiple stores and try on clothes.
- **Crowds:** Stores can be crowded, especially on weekends and holidays.
- **Limited Selection:** Stores may not have the exact items you're looking for.

ONLINE VS. IN-PERSON SHOPPING

(Continued)

In today's world, many adults find themselves torn between the convenience of shopping online and the benefits of shopping in person. Here are a few things to consider when trying to decide!

BEST ITEMS TO BUY ONLINE

- Basics (such as t-shirts and leggings)
- Accessories (such as jewelry and scarves)
- Trendy items (such as statement pieces)
- Things that are easy and convenient to return.



BEST ITEMS TO BUY IN-PERSON

- Items that require a specific fit (such as suits or dresses)
- Shoes (to ensure proper fit and comfort)
- Items from new brands that you aren't familiar with.
- Items you can't return (i.e bathing suits)



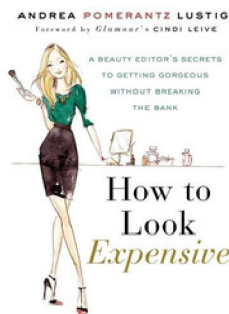
QUESTIONS TO ASK YOURSELF WHEN SHOPPING ONLINE:

1. *What are the materials and care instructions?*
2. *What is the return policy?*
3. *Are there any customer reviews?*
4. *What is the sizing chart and how does it compare to my measurements?*
5. *What are the shipping cost and estimated delivery time?*

Ultimately, the decision to shop for clothing online or in person comes down to personal preference and what works best for you. **Happy Shopping!**

RESOURCE LIBRARY

WANT TO KEEP LEARNING? HERE ARE A FEW RECOMMENDATIONS TO GET YOU STARTED.



HOW TO LOOK EXPENSIVE: A BEAUTY EDITOR'S SECRETS TO GETTING GORGEOUS WITHOUT BREAKING THE BANK BY: ANDREA POMERANTZ LUSTIG

In *How to Look Expensive*, she combines her own experience with highly coveted secrets she's learned from the experts to help readers achieve buttery highlights, luminous skin, flawless makeup, and more, all on a budget. Delivering red-carpet looks without putting readers in the red, tips include: -How to get expensive-looking hair color at an inexpensive salon - Tips for princess-perfect skin on a pauper's budget. With *How to Look Expensive*, every woman can afford to get gold-card gorgeous, and reap the self-confidence that comes with it.



THE MEN'S STYLE GUIDE: CAPSULE WARDROBE ESSENTIALS FOR CASUAL & BUSINESS WEAR

BY CORINA HOLDEN

In this done-for-you roadmap to classy style for men you'll find critical details on how clothes should fit, easy steps for starting a capsule wardrobe, thorough capsule wardrobe plans for both casual and business settings, and easy-to-follow flow charts for how to put together stylish outfits any time of year. Whether you're a guy looking to level up his wardrobe or a gal just helping her guy out, this book makes style attainable for every man.

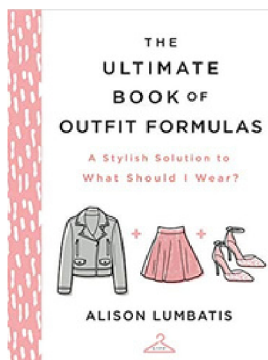


THE CURATED CLOSET: A SIMPLE SYSTEM FOR DISCOVERING YOUR PERSONAL STYLE AND BUILDING YOUR DREAM WARDROBE BY ANUSCHKA REES

With so many style and shopping options, it can be difficult to create a streamlined closet of pieces that can be worn easily and confidently. In *The Curated Closet*, style writer Anuschka Rees presents a fascinatingly strategic approach to identifying, refining, and expressing personal style and building the ideal wardrobe to match it, with style and shopping strategies that women can use every day. Using *The Curated Closet* method, you'll learn to:

THE ULTIMATE BOOK OF OUTFIT FORMULAS: A STYLISH SOLUTION TO WHAT SHOULD I WEAR? BY ALISON LUMBATIS

Decision fatigue is real. You have many important choices to make during the day and only so much mental bandwidth. Getting dressed can be a dreaded daily task that takes up valuable time best spent on something else. Style expert Alison Lumbatis wants to help you make fashion fun again. Alison shows you how easy it is to build a basic yet beautiful wardrobe starting with the clothes you already own and adding other classic mix-and-match elements that work for any season on any budget.



WORKSHEETS

RESOURCES & HANDOUTS



"I think we all know boldness when we see it. Nothing makes me smile more than when I see someone being fully themselves, with their own individual style and character, whatever that is."

-Angelina Jolie

BECKETT SIMONON

PRESENTS THE ULTIMATE CHEAT GUIDE TO MATCHING

SHIRTS AND TIE

Matching solid colors is easy, but combining patterns is the way to go if you want to add some character to your outfit. There's no right or wrong, just stay away from looking like an optical illusion by following these basic rules.

- FIRST RULE OF THUMB -

A fail proof rule is to start with your shirt. Establish the primary color of your shirt, and then choose a tie with a similar color anywhere in its pattern.

SAFE COMBINATIONS

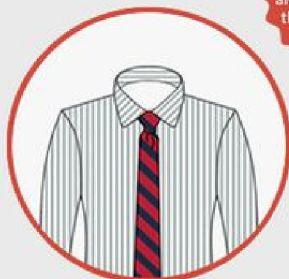


GINGHAM CHECK SHIRT
PLAID SLUB TIE



GINGHAM CHECK SHIRT
BOARDING STRIPE TIE

TIP:
Your tie should always be darker than your shirt.



BENGAL STRIPE SHIRT
TWILL STRIPE TIE



STRIPED SHIRT
HERALDIC CLUB TIE

RISKY COMBINATIONS



MADRAS CHECK SHIRT
CAMO TIE



POP DOT SHIRT
PLAID TIE

TIP:
Avoid mixing patterns that have identical proportions.



MADRAS CHECK SHIRT
BROAD-STRIPED TIE



AWNING STRIPE SHIRT
TWILL STRIPE TIE

PRO TIPS



DIMPLE

The dimple is a little hollow right below the knot. It's planned imperfection, a sartorial detail that will make you stand out.



PROPORTIONS

The size of your collar should complement the width of your tie, and the width of your tie should match the width of your lapel.



LENGTH

Your tie should reach the belt buckle or the waistband of the pants. It's an old fall proof rule. Remember it!

ADD SOME FUN!



It's not all about the rules, have fun with some cool graphics! The goal is to give you a sharper and dapper look.

WWW.BECKETTSIMONON.COM



The Best Scrubs Look for Your Body Shape



Rectangle or Straight
Strong, broad shoulders, proportional hips and the lack of a highly defined waist.

- Do:** Wear a jacket to "break up" the shape and create a more defined waist.
- Do:** Select styles that cinch at the middle but flare out at the bottom to boost curves, like boot-cut pants which give the impression of all-around shapeliness.
- Don't:** Pick anything too flowy or unstructured.

Try: Ruffles, fluttery sleeves, and ruching help to add volume to bust and shoulders, which subsequently adds definition to the waist.

Style # UAT278C



You've used guides in magazines to help you find the best swimwear, or cocktail dress for your shape...but what about for your daily scrub uniforms look!

For those of you in the medical field, you are wearing medical scrubs much more than these other garments, so why not carry over these same tips and tricks for your workday look. We've compiled this chart with 5 common body types to help you find a scrub top and scrub pant look that will best flatter and fit your unique shape. Keep in mind, these are only general pointers to help you look and feel your best, after all the best look you can wear is a smile!



Inverted Triangle or Wedge

Large bust, wide shoulders, small hips (more top-heavy vs. bottom-heavy).

- Do:** Stay away from large prints or horizontal stripes on top.
- Do:** Lean toward darker colors on top and brighter colors on the bottom.
- Don't:** Go for scrubs with high or boat necklines, puffy or gathered sleeves, and prominent collars or frills, these will exaggerate width.

Try: Wide-leg pants, full skirts, high waisted styles, and bright colors on bottom to draw attention to the narrowest part of your body. Look for tops that draw attention to your narrow waist.

Style # UA632C



Hourglass or Curvy

Full bust that is equal or very close in measurement to your hips, narrow waist.

- Do:** Look for high-waisted, straight leg pants so the eye is drawn to a thin middle.
- Don't:** Don shapeless or boxy styles, like baby-doll tunics or oversized cardigans.

Try: A mock wrap top which creates a diagonal movement across the body to work with your natural curves which is more forgiving and the v-neck flatters curves without overdoing it.

Style # WTS668C



Triangle or Pear

Hip measurement is larger than bust measurement and a small to average sized waist, shoulders and torso are narrower than the hips.

- Do:** Look for dark wide-leg pants, they will slenderize thighs while creating a longer and slimmer silhouette.
- Do:** Opt for boatneck tops under a hip-length jacket, drawing attention to the open neckline broadens the shoulders to offset fuller hips and evens out lower body proportions.
- Don't:** Reach for skinny pants, they won't create a flattering shape, along with items that are too oversized.

Try: V-neck, side stretch panel tops. The contouring and vertical seaming will help create a favorable line, paired with boot cut or cargo pocket pants to "balance" overall shape.

Style # ST868C



Apple

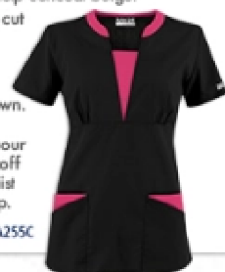
Narrow hips, most of your weight accumulates above the hips, your back/ribs/shoulders are broad.

- Do:** Sport monochromatic ensembles, use empire tops to help conceal bulge.

Try: Wear boot cut or flared scrub pants to create an even line from the shoulders on down.

Try: Elongate your torso and show off your narrow waist with a v-neck top.

Style # UA255C












Uniforms provided by








<http://www.sheknows.com/beauty-and-style/articles/826747/dressing-for-your-body-type>
<http://www.harpersbazaar.com/fashion/fashion-articles/clothes-for-your-body-type/side-1>











Wash







	Washing machine
	low temperature
	Medium temperature
	High temperature
	Use normal cycle no special option added
	Choose the "Crease care" option
	Choose the "Delicate care" option
	Hand wash
	Do not wash or don't use domestic washing techniques

	Air dry
	Hang normally on the clothes line
	Hang on a hanger (not wired) indoor
	Don't hang. Should be dried flat
	No direct sunrise. Dry on shade
	Do not wring

	Dry clean
	Do not dry clean

	Use any bleach
	Only Oxygen bleach allowed
	Do not bleach

	Tumble dry
	No heat
	Low heat
	Medium heat
	High heat
	Any heat
	Normal cycle no special option added
	Choose "Crease care" option
	Choose "Delicate care" option
	Do not tumble dry

	Iron
	Low heat
	Medium heat
	High heat
	No steam
	Do not iron



	PANTS	SKIRTS	TIGHTS
<p><i>these with these</i></p>  <p>POINTY</p>	<p>Let points peek out from trousers or wide-legs for a long, lean line.</p> <p>Goes with: any pants</p>	<p>Goes with: pencil, A-line, knee-length</p>	Yes
 <p>ALMOND</p>	<p>Goes with: straight, skinny, cropped</p>	<p>The soft curve lengthens your legs without looking too harsh.</p> <p>Goes with: any skirt</p>	Yes
 <p>ROUND</p>	<p>Evoke Audrey or Jackie by pairing round toes with crisp crops.</p> <p>Goes with: straight, skinny,</p>	<p>Show a little leg with these shoes so you don't look stumpy..</p> <p>Goes with: knee-length and higher</p>	Yes
 <p>PEEP-TOE</p>	<p>A little flash of toe goes a long way.</p> <p>Goes with: any pants</p>	<p>Goes with: any skirt, knee-length and lower</p>	Opaque
 <p>OPEN</p>	<p>Ankle leg pants set off strappy sandals nicely.</p> <p>Goes with: any pants</p>	<p>Adds a dash of easy breezy cool.</p> <p>Goes with: maxi, A-line, mini (after hours, of course)</p>	Opaque

How to Match Suits with Shoes Perfectly

Suit color	Black	Grey / Charcoal	Navy	Earth-tones	Ivory / Beige
Shoe color					
Black					
Brown					
Burgundy					
Ivory					

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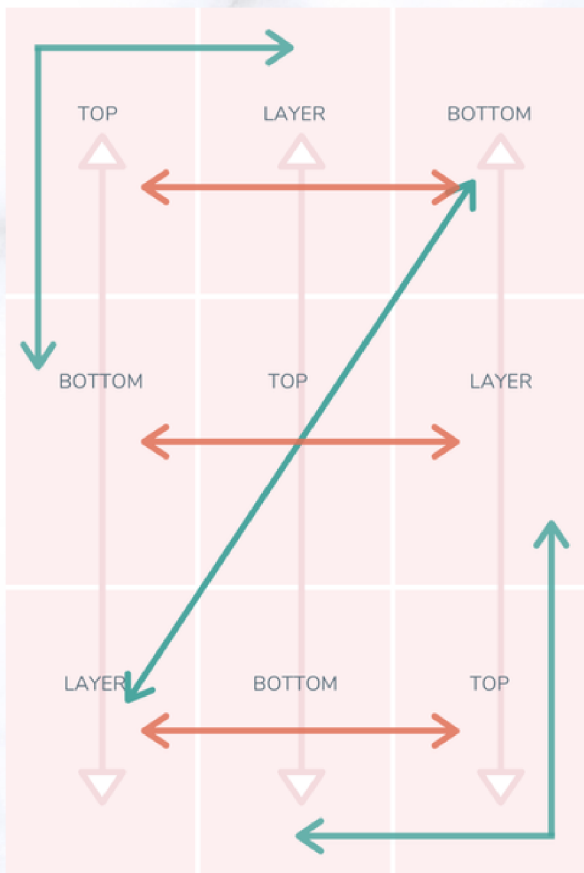
HOW TO REMOVE THESE COMMON STAINS

<p>OIL → WHITE CHALK</p> 	<p>DEODORANT → DRYER SHEETS</p> 	<p>COFFEE → BAKING SODA</p> 	<p>LIPSTICK → RUBBING ALCOHOL</p> 
<p>GREASE → SODA</p> 	<p>SWEAT → LEMON JUICE</p> 	<p>INK → MILK</p> 	<p>RED WINE → SALT</p> 
<p>BLOOD → HYDROGEN PEROXIDE</p> 	<p>GRASS → VINEGAR</p> 	<p>MAKEUP → SHAVING CREAM</p> 	<p>BERRIES → BOILING WATER</p> 

SOURCES: Racked.com, LifeHacker.com, TopCleaningSecrets.com, Huffingpost.com, Frugalliving.about.com, YouTube, ApartmentTherapy.com

TECH INSIDER

THE SUDOKU CAPSULE WARDROBE METHOD



Bottom	Top	Extras	Shoes
Shoes	Extras	Top	Bottom
Top	Bottom	Shoes	Extras
Extras	Shoes	Bottom	Top

eb Colleen Hammond.com



REAL MEN REAL STYLE GUIDE TO FIT

	Just Right	Too Small	Too Big
THE SHOULDER			
THE SEAT			
THE JACKET CLOSURE			
JACKET LENGTH			
TROUSER BREAK			
JACKET COLLAR			
	Good Fit	Too Short	Too Long
THE DREADED X			

HOW A SHIRT SHOULD FIT

Presented By: Real Men Real Style

	Just Right	Too Tight	Too Loose
Collar Fit			
Shoulder Fit			
Torso Fit			
Sleeve Fit			
Sleeve Cuff			
Sleeve Length			
Bottom Length			

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ESSENTIAL WARDROBE

checklist

SHIRTS AND TOPS

- White Button Down
- Denim/Chambray Shirt
- Fitted T-shirt (black)
- Fitted T-shirt (white)
- Oversized T-shirt
- Crew Neck Sweater
- Blouse
- Turtleneck
- Graphic Tee

optional

- Striped Top
- Camisole Tank Top
- Chunky Knit Sweater
- Short Sleeve Shirt



BOTTOMS

- Skinny Black Jean
- Mom Jean
- Straight-leg Jean
- Wide Leg Trouser
- Silk Slip Skirt
- Denim Skirt
- Leggings
- Basic Black Pant/Trouser

optional

- Bermuda Shorts
- Denim Short
- White Jean
- Wide Leg Cropped Jean
- Paperbag Waist Pant



JACKETS AND COATS

- Trench Coat
- Camel Wool Coat
- Leather Jacket
- Denim Jacket
- Blazer
- Oversized Blazer
- Cardigan
- Parka

optional

- Raincoat
- Evening Coat
- Barn Jacket
- Military-inspired Jacket



ACCESSORIES

- Leather Tote
- Crossbody Bag
- Classic Watch (metal)
- Small Hoops
- Wool Scarf
- Classic Shape Sunglasses
- Clutch Bag

optional

- Backpack
- Evening Bag
- Daytime Stud Earrings
- Cat-eye sunglasses
- Silk Scarf
- Baseball Cap
- Handbag



DRESSES

- Silk Slip Dress
- Knit Dress
- Little Black Dress
- A-line Dress
- Shirt Dress

optional

- Maxi Dress
- Floral Dress
- Wrap Dress
- T-shirt Dress
- Cocktail Dress
- Evening Gown



SHOES

- Heeled Ankle Boot
- Neutral Pump
- Classic low-top Sneaker
- Flat (preferred toe style)
- Knee-high Boots
- Simple Strap Sandal

optional

- Combat Boot
- Chelsea Boot
- Athletic Shoe
- Neutral Print Flat
- Strappy Sandal



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THE WORKFORCE-READY WORKSHOP SERIES WAS MADE POSSIBLE THANKS TO THE SUPPORT AND CONTRIBUTION OF OUR PARTNERS & FUNDERS.

