

Dress For Success

1. Choose your clothing based on your body type, age, work function, seasons, and skin tone.
2. Plan your wardrobe the day/night before.
3. Have a core wardrobe you can build around. You can create dozens of looks with just a few pieces.
4. Type of styles: soft, flowing - sleek, tailored - casual, simple lines - bold, trendy, traditional, conservative.
5. Choose appropriate footwear.
6. Casual doesn't mean you can't be dressy. The right accessories can extend your wardrobe (belt, jewelry, vest, scarf).
7. Sports pride is a wonderful thing, but it doesn't belong on clothes worn in the workplace. Team sports apparel can often excite passions between fans of rival teams.

What NOT TO DO:

1. Don't wear floppy, slipper type shoes.
2. Don't wear well-worn pants or jeans.
3. Don't wear spandex, Lycra or other body-hugging fabrics.
4. Don't wear anything that bares too much skin (halter-tops or muscle shirts); cover any tattoos.
5. Don't wear anything ripped or tattered.
6. Don't wear mini skirts; skirts should be of an appropriate length.
7. Don't wear excessive jewelry (gaudy, nose rings, 10 rings in your ear).
8. Don't wear loud expressive artistic nail polish.
9. Don't wear decorated designer hosiery.
10. Don't wear clothes that are too tight or too short; don't wear baggy clothes.
11. Don't wear see-through fabrics.
12. Don't wear ties that are too loud, cartoonish, too busy in design.

What TO DO:

1. Wear neat, ironed clothing.
2. Wear items that match (look in the mirror before you leave home) (ask for a second opinion).
3. Keep accessories and jewelry comfortable and moderate.
4. Keep a blazer or jacket at the office in case of an important meeting gets scheduled or visitors arrive.
5. Wear socks.
6. Keep nails clean and manicured.
7. Keep cosmetics/makeup applied moderately and appropriate for daywear.
8. If new shoes aren't in your budget, keep your shoes polished and get old run over heels redone at a shoe repair shop.
9. If you're not sure what is "too casual"...ask management.
10. Think quality, comfort and a successful-image when shopping.
11. Your smile and positive attitude are part of your wardrobe, don't forget to put them on each day.
12. Keep safety pins (or pocket-sized sewing kit) in your desk, purse or pocket in case of unexpected lost button, broken zipper, bra strap showing, a hem that becomes unraveled.
13. Remember to get dressed to go to work, not a fashion show or a backyard barbecue.

*(by Jewel Diamond Taylor,
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