

# SIX-FIGURE STYLE

**BEST  
SELLING**  
**author of**

*Wildly Sophisticated:  
A Bold New Attitude  
for Career Success*

Is there  
a raise in your  
fashion forecast?

EDITED BY  
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**WORKS**

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# WORKS

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Do You Dress Well For Work?

# WORKS



*“Dress shabbily and they remember the dress; dress impeccably and they remember the woman.”*

*-Coco Chanel*

Dressing for the office is more than just wearing the latest trends. Each day when you pull on your power suit, pencil skirt or shift dress you should be wearing confidence, intelligence and poise.

Your look is a huge part of your personal brand—make sure you are conveying the right message.

We know it's tough...your closet is overflowing with “nothing to wear”, you're running late for a 9am meeting and you have NO time to shop. So I am making it simple for you! I have compiled this book to help you discover your own personal style and put together a wardrobe that will finally end the marathon fashion show you do every day before your morning coffee!

...and that's what WORKS

use what you've got

it really is all about you...

# Commandments of Style

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If you're building your first professional wardrobe or simply looking to update your style, the WORKS Commandments of Style are here to help. From double-checking the mirror to knowing your style and balancing it with the latest trends, you are your own stylist.

I.

## **Sweat the small stuff.**

We're talking fine details. Shave or wax your legs if you'll be wearing a skirt. Take a hard look in the mirror and if your upper lip needs waxing, by all means. Even better, have a professional do the honours. Make sure your eyebrows are shaped, waxed or plucked so they open your eyes. You want to look polished. People don't necessarily notice if you're groomed, but they definitely notice when you're not.

II.

## **Restrain yourself.**

Never let your accessories wear you. Throw away the headbands, banana clips and scrunchies – or save them for your Friday night mud mask. Big, chunky jewellery can look fantastic, but limit you to one key piece. Wear one or two rings, max. And choose jewellery that you really love. It's a great way to develop your signature style and express your personality. Jewellery with a story – your grandmother's earrings, the bracelet you bought to celebrate a milestone, your engagement ring – is beautiful and often becomes a conversation starter.

III.

## **Know your body.**

Recognize that every style trend is not designed for you. This isn't a limitation – it's just reality. One of the most important pieces you'll purchase is a suit. It's a big investment, so you want to make sure it looks amazing. Learn which styles, jacket lengths and silhouettes flatter your shape and work from there. If you're not sure what works for you, go shopping with a very honest friend or book an appointment Sales Associate or stylist.

IV.

## **Black is your friend.**

Black staples – pants, 3/4-length jackets, and skirts – are clean, classic and they always look Wildly Sophisticated. Not to mention they're flattering, and they'll work with everything else in your closet. Basic black pieces can also stretch your clothing budget, because they endure through changing seasons and trends. When you're dressing for a full day of work and cocktails to follow, you can use black basics to take you from day into night. Swap your button-down shirt for something a little more bare and colourful. Add great earrings, strappy shoes and go hit happy hour.

V.

## **Focus on your feet.**

You don't have to buy stock in Manolo Blahnik, but a great pair of shoes can make all the difference in your look. From a fabulous stiletto to a gorgeous pair of boots, your footwear is the finishing touch. Let's face it – there's nothing like killer heels to make you feel confident and powerful. Oh, and make sure your footwear is polished and clean. This is another one of those details that people really do notice.

# Commandments of Style

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VI.

## **Welcome the three-way.**

Is your blouse bursting at the seams? Is your bra digging into your back? Not only do ill-fitting clothes look unprofessional, you're not doing your boobs any favours. Forget about sizes and numbers and go by fit. Sizes can vary wildly by designer anyway, so look for pieces that hug your curves without strangling them. On the flip side, you don't want to swim in your clothes. A great fit shows (but doesn't overexpose) your shape.

VII.

## **Work it.**

Style is really a synonym for self-expression. Women like Diane von Furstenberg, Katharine Hepburn and Gwyneth Paltrow are style icons because they've followed their own vision – not a roller coaster of changing trends. You'll feel incredible when your clothes reflect your personality. You can work in the most conservative environment and still add splashes of individuality to your wardrobe. From a printed blouse under a tailored suit to crimson polish in open-toed shoes, think about how to express yourself in ways that are still industry-appropriate.

VIII.

## **Consider quality.**

We've all faced this dilemma: You're shopping for a new coat and it's down to two contenders. Both charcoal grey, both warm, both perfect for a range of outfits. But one is cashmere and the other is acrylic. One is at the top end of your price range and the other is a major steal. Which coat? Well, when the cheap acrylic disintegrates and starts looking like a stuffed animal on your back, you'll know you should have splurged for the cashmere. In the long run, quality clothes will actually save you money.

IX.

## **Invest in accessories.**

Think about it this way. You're not going to wear the same pair of pants all week (one would hope), but your bag or briefcase is a constant companion. Clients, employers and colleagues will all notice what's draped on your arm. Invest in a quality piece that reflects your style. And in this age of laptops, cell phones and PDAs, a bag that will carry both your purse and your hardware is a lifesaver.

X.

## **Relax.**

Bottom line? It's just fashion. No one's going to fire you for wearing last season's Burberry coat. Give it your best shot; know that style matters and that looking groomed and professional are important for your career. Have fun. But if you're spending more time reading Vogue than actually working, it's time to re-assess your priorities.



# Brand You

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Kleenex, Band-Aid, Starbucks—the name tells you everything you need to know. Somewhere along the way, name and product became one and the same and they both scream quality and value. In brand we trust.

But brand-building isn't just the miracle tool of multinationals and their in-house marketing machines. If you've got some career ambition, it's more than worth it to develop your own personal brand and be the definition of your career for other people. And guess what? It's easier than you think with these tips:

**Make a mental picture.** Clamp your eyes shut and picture who you are and what qualities you want people to call to mind when your name comes up (or when a job presents itself that would fit you like a glove). Those qualities should be the cornerstones of your brand.

## *Tricks:*

- ✓ Make a mental picture
- ✓ Become a tangible product
- ✓ Be your brand
- ✓ Commit to your message

**Become a tangible product.** For those branding giants—our aforementioned Kleenex, Band-Aid, and Starbucks—the image is reinforced with logos, trademarks, commercials, catch-phrases, and customer service. Each time a customer interacts with a given product, the corporation reinforces the brand until, when you need a tissue, you think Kleenex. You, however, are not a tissue. You are a living, breathing brand, with ample opportunities to reinforce this on a daily basis. If your personal brand involves innovation, be innovative in all things: the food you eat for lunch, the gadgets you rely on, the style that swirls around

you. Keep in mind that this can work against you, too: If you always do shoddy work or your wardrobe is atrocious, those are the qualities that people will associate with you. Yikes.

**Be your brand.** My brand involves two words—communications diva—and I strive to epitomize these words in all my interactions. From the bistros where I schedule meetings to the sassy logo on my business cards, I define what I believe a communications diva to be. And judging by the staggering number of referral calls I receive on a weekly basis, my branding efforts are working.

**Commit to your message.** Brand-building requires complete focus; one misstep and your brand crumbles. Ideal personal brands are realistic and super-easy to reinforce because they're second nature. If your dream brand involves fearless public speaking but you're meek as a mouse, you might want to back-burner this aspect of your brand and revisit it after a couple years of confidence-building exercises.

Cliché as it sounds, you just need to stay true to you (and a few weeks in the slammer fits Paris' brand perfectly). How do you know when you've succeeded at building a brand? When someone you respect says, "This awesome job I just heard about is so you."



# Optimizing Your Closet

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It is 8:30am on a Thursday morning and I am staring blankly at my closet, dissatisfied with the sea of options. Even though the closet is packed, nothing is jumping out at me, unless of course you count the two boot boxes that cascade down from the top shelf, the minute the door is opened. I make a mental note to stop at Bloomingdales on the way home, because once again, I have nothing to wear! This everyday lament is common among professionals who have hundreds of style choices including outfits for the gym, for the big date and for casual Friday. Somewhere in between, our everyday work clothing, albeit a more casual look for some, leaves us with no choices. It is time to take back our mornings by giving our closets a “makeover” instead of ourselves. Follow these tips to ensure a stress free and stylish morning:

✓ **Know Thy Closet**

Take inventory of what you have, even make a list if that helps. Take everything out of the closet and group together by skirts, dresses, pants and tops. Knowing what you have, what fits and what needs updating will help you to put outfits together faster.

✓ **Classic-Proof Your Wardrobe**

Investing in quality pieces over quantity is essential. Having clothes you can depend on rather than trendier styles will save you time coordinating all the pieces. Interspersing reliable neutrals with rich saturated colors will create many mix and match looks.

✓ **Dress Up**

The old adage of dressing for the job you want, rather than the job you have is still true. Plus, when you do get the promotion, you already have the wardrobe!

✓ **Location, Location, Location**

If you can't find what you need, when you need it, it is time to relocate. Treat your closet like prime real estate by putting the things you use everyday within reach.

✓ **Comfort is King**

Resist buying things that are uncomfortable, unpredictable or are not multi-use. Those 4-inch purple suede boots are truly beautiful, but highly uncomfortable and not likely to be worn enough to justify their hefty price tag.

✓ **Take Stock**

Take a weekend morning a month to take stock of what you have and note what you are wearing. Eliminate what you don't use to keep your closet clutter free all year long.

✓ **The “To Buy” List**

Make a shopping list before going to the store. Knowing what you need will prevent you from scooping up what you think you want. Having your fashion priorities straight will ensure smarter choices and prevent buyer's remorse.

# maintenance

fashion fixes to fit your busy life...

# Get Ready in a Hurry

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We all have those mornings when the alarm doesn't go off, or our response to its droning blare is to hit snooze eight times. Those are the days when it would probably be best if you just stayed in bed. As hard as you try, you still end up getting to the office late, with a bad case of bed head and a foul disposition. But ladies, it doesn't have to be this way. The next time you find yourself hitting snooze, take heart. With a few quick tips you'll still make it to your morning meeting in no time!

## **Use dry shampoo.**

Dry shampoo, the kind that comes in a spray, is a lifesaver for limp morning locks. These powder-based formulas help to soak up grease and usually add a pleasant scent while doing

### *Tricks:*

- ✓ Use dry shampoo
- ✓ Don a dress
- ✓ Add a bit of bling
- ✓ Brush on the blush
- ✓ Feed your hunger

so. A quick spritz, a little fluff, and you're good to go. Light-haired ladies can even try a bit of baby powder if they're running short. Just remember that a little bit goes a long way.

## **Don a dress.**

There's nothing easier than slipping on a dress when you're in a hurry. No need to match colors or prints, no wondering if a top matches a bottom, and certainly no surprises that one half of what you planned to wear is currently out of commission. Not to mention a basic sheath in a dark or neutral color leaves you plenty of room to accessorize.

## **Add a bit of bling.**

A bright necklace or bold earrings will help create a focal point and add interest to an outfit, not to mention deflect attention from unwanted areas. No time to straighten your hair? Keep the earrings small and use a necklace, bracelet, or ring to capture an errant gaze.

## **Brush on the blush.**

When there's no time for a full-on face, just grab your blush. Use it to brighten your cheeks, add interest to your eyelids and even stain your lips with an added drop of water. If you happen to have a clear gloss handy then you're in luck—use it to seal in your lip color and add a subtle shine to your lids.

## **Feed your hunger.**

You're dressed and ready, but don't forget that breakfast is the most important meal of the day. There's no point in getting to work on time only to distract others with frightening stomach growls. Keep a supply of grab-and-go meals in the fridge—from cut fruit to smoothies to nutrition bars—and you can rest assured that you'll look great and feel great when you get down to business.

# Caring for Your Shoes

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Whether you wear professional-looking pumps or pretty ballet flats, shoes account for a major portion of your fashion budget. And unfortunately, the level of couture often seems directly correlated to a lack of comfort. Those adorable strappy sandals or pointy-toed boots that looked so enticing from the store window can do a number on your feet (not to mention your bank account). Oh, the things we women do in the name of fashion!

Whatever your taste in footwear, WORKS has some tips help you improve the comfort and prolong the life of your favorite shoes.

✓ **Keep them in rotation.**

If you wear those sexy slingbacks on Monday, try to wait until Thursday or Friday to wear them again. Giving your shoes a few days between wearings will allow them to maintain their shape and air out. Plus, it gives you an excuse to show off the rest of your collection.

✓ **Stop unsavory smells.**

One option for sandals is to use Summer Soles . These self-adhesive removable sandal liners absorb odors. The Fragrant Footings from Summer Soles even release sweet-smelling essential oils like mint or jasmine. In between wearings, you can use a cedar-scented shoe tree to absorb moisture and retain the shape, or stuff your shoes with dryer sheets to counteract smells. This is especially important if you live in a humid climate, because you don't want moisture to turn into mold.

✓ **Use proper storage.**

The best way to store your shoes is on a shoe tree or in their original box. The box gives them a dry (but not airtight) environment. That little crystal packet that comes in the shoe box will absorb moisture between wearings. You can use folded up magazines or a shoe shaper to help knee boots retain their shape. And use a shoe bag or box when you're packing shoes for a trip.

✓ **Make adjustments.**

Uncomfortable shoes are no fun, but they can also wear out sooner if you're dragging your feet on the ground or otherwise compensating for a poor fit. You can convert backless shoes with a stylish little strap called a muleo, which makes your shoes more versatile and easier to walk in. And if you're in love with a pair of leopard-print pumps, but the only pair left is a size too small, buy them and then take them to a shoe-repair shop and have them stretched (the added comfort is worth the extra cost). Shoe-repair shops can also resole favorite shoes for longer wear, which, in our book, is definitely a reason to splurge!

# Laundering Your Lingerie

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Forgive us for mentioning the unmentionables, but today's lingerie is big business. From bustiers to bras, slips to stockings, camisoles to catsuits, lingerie may take many forms, but it all serves the same purpose: creating a foundation for the knockout outfits worn on top. Whether you'll be sporting a skirt suit or a miniskirt, underwear should look and feel good, but even more importantly provide proper support. And how you care for your undies impacts how long they'll stay in working order. After all, they're not called delicates for nothing.

## Sort your skivvies.

Anything with hooks (garter belts, corsets, bras, etc.) can snag the delicate fabric of other pieces, so separating your wears is imperative. If possible, hand-wash your intimate apparel,

### *Tricks:*

- ✓ Use dry shampoo
- ✓ Don a dress
- ✓ Add a bit of bling
- ✓ Brush on the blush
- ✓ Feed your hunger

but if you must use a machine, then switch to a gentle cycle for your lingerie load. Employing a mesh bag or even a pillowcase for briefs and bras will also help them keep their shape and guard against underwires slipping loose and puncturing nearby fabrics.

## Use mild detergent.

When you're ready to wash your woollies, use a detergent specifically formulated for lingerie such as The Laundress Delicate Wash ([thelaundress.com](http://thelaundress.com)). If this isn't possible, a mild detergent or even a baby shampoo will work when hand-washing. These solutions contain fewer harsh chemicals than

standard formulations. Soak lingerie for approximately three minutes and agitate softly rather than rubbing fabrics together.

## Drip-dry delicates.

Lingerie should never be wrung out or sent through a dryer, because intense heat can be damaging to materials such as Lycra and elastic. In fact, lingerie should be dried well away from any type of heat source, including heat lamps or radiators. Allow delicates to drip-dry over shower or bath rails, unless the care label advises that the item should be dried flat.

## Store with sense.

Most lingerie is ready for storage when it is dry to the touch. To avoid fading, lingerie should never be stored in direct sunlight. Store all garments with hooks and snaps fastened so that they can't snag other materials, and try not to fold the cups of bras inside one another. Lay all lingerie flat unless an item is intended to be hung.

## Steam up the silks.

Unfortunately some materials, particularly silks and satins, may emerge from their hiding places with creases, crinkles, or crumples. To quickly rid your garments of these blemishes, use steam to work out the kinks without using any machines on the actual fabric. In a few minutes you'll be wrinkle-free and ready to deal with the really hard decisions, like what to wear on top of your undergarments!

# Spring-Clean Your Closet

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It's the first day of spring, and you know what that means: Time to start unpacking your warmer-weather wear. Not sure what's still in style from last season? WORKS helps you decide what to keep and what to store for the brighter days ahead.

## *Keep...*

### **Gladiator Sandals**

Last season this quirky trend was a bit questionable, but this time around it's here to stay. Invest now! Try it in metallic, patent, or adorned with metals for a more dressy look.

### **Circle Handle Satchel**

Cut down on your bag contents and switch to something chic for everyday use. Stars like Sarah Jessica Parker have already ditched their totes in favor of smaller purses.

### **Bright Colors**

The '80s are making a bold comeback. While yellow was the only color brightening up our wardrobes last spring, neon pink, orange, green, and blue are here to stay.

### **Tribal Prints**

From bags to dresses, African-inspired prints are a spring must-have. Stock up on wild patterns and safari wear for the office and weekend.

## *Store...*

### **Translucent Heels**

Fashionistas went crazy for clear slingbacks, bags, and accessories last season, but the trend has, um, cleared out. Store your see-through shoes for springs yet to come.

### **Oversized Hobo**

Dump out that too-big bag immediately! Switching to something with a handle at half the size will force you to clean out your bag and give your shoulder a much-needed rest.

### **White Lace**

The little white lace dress may have taken you from spring to fall, but it's time to give it a break. Though the simple frocks will never be out of style, save them for summer.

### **Mod Prints**

Headbands, '60s prints, and platforms were all the rage last year—and are sure to come back. Store your mod frocks, wooden heels, and sweet hair bands until further notice.

# Supply Closet Fixes

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If only we could remain as radiant as we are at the beginning of the workday, when our clothes are fabric-softener-fresh and our makeup smudge-free. Stepping into the workplace presents untold hazards for our outfits, and when disaster strikes (coffee spills/stockings tear/heel breaks/etc), decisive action in that moment of crisis is critical to surviving the work day with our dignity intact.

## CRISIS!

You've snagged your DKNY stockings on the filing cabinet and a run is creeping up your leg.

### ✓ SOLUTION...

Clear nail polish is the prescribed treatment for a run in the stockings, but isn't readily available in the workplace. Raid your makeup bag or poll your female coworkers for something similarly sticky—like hairspray or glue—that will stop the run in its tracks. For developing runs that aren't yet visible to the general office population, white-out (AKA liquid paper) is a viable stocking-saver.

When all else fails, and your nylons have been torn beyond repair, peel them off and trash them. Better to go through your day with bare legs than with trashy-looking tights.

## CRISIS!

You've misjudged the distance between your lips and the Starbucks cup, resulting in a non-fat cappuccino spill down the front of your blouse.

### ✓ SOLUTION...

Coffee spills are one of the most frustrating wardrobe catastrophes, usually striking immediately before Big Meetings with Important People. Rinse the stain immediately with cold water and liquid soap (without rubbing it in) and dab dry with paper towels. When tending to your caffeinated clothes, head to the ladies' room. (most important when the item of clothing must be removed from your body in order to be de-caffeinated).

## CRISIS!

An unfortunate encounter with a sewer cover leaves one of your Jimmy Choos lacking a heel.

### ✓ SOLUTION...

When tragedy afflicts your cherished Jimmy Choos, a roll of duct tape can provide temporary relief (or at least hold your shoe together until you can rush it in for professional help). If walking home will be impossible break off the heel of the healthy shoe. You might feel a tad foolish hobbling around on de-heeled Jimmy Choos, but you'd feel even worse with a broken ankle.



# Supply Closet Fixes

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## *Other Survival Tips:*

- ✓ Stop-gap solutions to common clothing malfunctions can be easily conjured from the office supplies in your desk drawer. In crafty hands, a paperclip becomes a temporary button; when a tear appears in the crotch of your pants, a stapler can become a sewing instrument worthy of a tailor.
- ✓ Inspect your clothes every morning, and don't take any risks with questionable items. A loose thread that seems small and insignificant before your commute could balloon into an embarrassment of Janet Jackson proportions. With stocking runs a common and inevitable affliction, keep an extra pair of handy just in case.
- ✓ Whatever your position, befriend whoever is in charge of the utilities closet (or at least learn where they keep the key). What is otherwise a dull collection of cleaning fluids, duct tape and industrial strength glue becomes a treasure trove of quick fixes during a fashion emergency, and whoever bears the key to this DIY den is someone you want to know.

# confidence

don the power suit and take trend to the office...

# One Sexy Thing

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What follows is one of the least controversial statements of the 21st century: Angelina Jolie may very well be the sexiest human being on the planet. But just what quality makes her sizzle? Her pouty lips? Her ever-present oversized sunglasses? Her multiple adoptions from underdeveloped nations? Her ultimate accessory, Brad Pitt?

Correct answer: Angelina Jolie is the sexiest human being on the planet because she carries herself like the sexiest human being on the planet.

Locating your inner Angelina probably requires some form of prodding, be it from a personal mantra, a Justin Timberlake song, or an item of clothing or wardrobe accessory (alas, Brad Pitt is not currently available). And you shouldn't need more than one wardrobe item at a time to reach that Jolie-esque confidence.

You might scoff at wearing more than one sexy item at a time, and you should: Many of the places we find ourselves during the workday aren't venues in which to flaunt all our goods. But one item? Definitely doable. We're talking "sexy armor" that gives you the inner sass to carry yourself like the sexiest human being on the planet without drawing attention away from who you are. Bonus: You might catch your own Brad Pitt accessory in the process. Sexy isn't what you wear, but how you wear it, and these sexy wardrobe items might be all you need to unleash your inner Angelina:

✓ **A bit of bling.**

Diamonds are indeed a girl's best friend...as are Swarovski crystals, semiprecious stones, hammered gold, sterling silver, and the dozens of other materials used to build some damn fine pieces of jewelry. Well-chosen earrings can catch the color of your eyes or elongate your neck, while long necklaces are great to play with (distractedly, of course) during oh-so-innocent flirtations.

✓ **Well-applied warpaint.**

In the right hands, a tube of mascara (or lip liner, or a flatiron, or a killer shade of nail polish) can revive an aura of sexiness grown stale. Red lipstick, smoky eyes, manicured fingers, and healthy hair spell confidence and a "finished" look (think Charlize Theron, Halle Berry, or Reese Witherspoon). Know when to put down the makeup, though. In the wrong hands, that very same tube of mascara could turn the sexiest human being on the planet into Krusty the Clown.

# One Sexy Thing

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✓ **Lacy lingerie.**

Your bra and panties might only ever be on display for a select few, but, when well-chosen, they can make you feel sexy. Don't sacrifice comfort for undeniably erotic underthings (crotchless panties might float your boat in the bedroom, but you might feel très awkward wearing them under your work clothes). Instead, seek out items that make you feel sexy in your body. You'll ooze sensuality and confidence and no one will know why—unless you want them to.

✓ **Subtle flashes of skin.**

The pencil skirt with the slit up the leg; the sweater that draws the eye to your décolletage; the black minidress that works best with your long black trench. These are the classics (and have been for decades) that unquestionably enhance your best features. Because these items scream sexiness, err on the side of subtlety (especially if you're heading out for work). Let the power of suggestion do the rest.

✓ **The perfect shoe.**

It doesn't take much more than this to make me feel sexy (I'll never forget the moment I found my perfect shoe: a leopard-print pump). Yours might be a black leather boot that hits the knee, a three-inch wedge, or, like me, a printed pump. It'll add bounce to your step, lengthen your leg, and feel most seductive when you're crossing your legs.

# Power Suits: Today's Uniforms for Success

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Once upon a time, when medieval knights went into battle, they protected themselves in shining suits of armor. If one interlocking link was out of place, their lives could be kaput. For today's career woman, the power suit is the modern equivalent of the shining armor of yore, and while a wrong move at the suit rack won't endanger queen and country, a poor choice could cost you crucial battles in your career. Even the most delectable Chanel ensemble is just another suit on a hanger if it fails to accentuate your personal confidence and strength. But where to start, and how to choose?

## *Tricks:*

- ✓ Know what empowers you
- ✓ Know what's out there
- ✓ Trust your instincts
- ✓ Keep the focus on you!

## **YOU, YOU, YOU**

Scouting for power suits can be far more fun for women than for men simply because we have more options. At the same time, the staggering volume of jacket/pant/skirt/blouse combinations can be overwhelming if you don't have a plan of action. Power suits should empower you, and so that's where you need to start. What styles, colors and fabrics coax out your inner Warrior Princess?

## **PERUSING FOR POWER SUITS**

Flip through fashion magazines, though remember that pictorial spreads often represent the extremes of fashion; the underfed models might sport cherry red micro suits on every glossy page, but that look will not translate well to the boardroom. Stroll through the mall (or Wall Street), taking note of what you like and what makes you recoil in horror. And before you fork over your credit card, make sure the store has a return policy (because what looks perfect under the store lights might reveal its inner hideousness once you get it home).

## **GIVE YOUR SUIT A TEST DRIVE**

Well before the big meeting give yourself a dress rehearsal. Don the suit as you would on that day-working with all the props (the shoes and accessories you intend to wear)- and evaluate how it looks and feels. Does it sit well when you're standing but balloon up when you sit down? Is it itchy? Do the pants ride up your ass? Does it collect lint with every move? Trust your instincts: if it doesn't feel right during the test drive, it's probably not the right suit for you.

## **RULES OF DISTRACTION**

The power suit is an aid: it should motivate you to succeed without defining who you are. If you discover that you can't take your mind off some aspect of the suit (itchiness, lint, etc.) while you're wearing it, leave it on the hanger. Be wary of suits that are figure-flattering to the point of distraction: if it's too short, too tight, or otherwise reminiscent of Halle Berry's Catwoman costume, save it for the nightclub. The ideal power suit should keep the focus on who you are and what you're saying. You're worth being heard! A thoughtfully chosen power suit can give you the chutzpah you need to get your message across.

# Fashion Mistakes We All Make

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Who doesn't have a "What was I thinking?" moment in their style archive? (And if you think you don't, we're sure your friends could produce photographic proof of one.) Yes, ladies, even the most fashionable among us have stumbled at one time or another. But while some faux pas can be blamed on the era (wasn't everyone wearing acid-washed jeans in the late '80s?), others are just plain bad, no matter when you wear them. Here, Nahila Chianale, stylist to our own Nicole Williams, tells WORKS what five mistakes you should never make again.

## ✗ **Exposing your visible panty lines (VPL).**

If you are wearing light-colored or fitted pants or skirts, please—for the love of Gucci—put on a thong. (And if the garment is white, make sure the thong is flesh-colored so that its outline doesn't show.) Also, avoid the dreaded "whale tail" by buying pants that aren't super-low-rise. Even if you do have really cute underwear, there's no need for your co-workers to see it. Unless, of course, you're dating one of them.

## ✗ **Committing hose toe.**

Strappy sandals are great for summer, but when the weather turns cool enough for stockings, it's time to pack away the peep toes. Do not—I repeat—do not wear open-toed shoes with tights. If you're going to a more formal event and just can't fathom the thought of close-toed shoes, you'll just have to grin and bear the cold.

## ✗ **Matching head to foot.**

There's a reason this trend wasn't included in the '80s comeback. It's oh-so-passé! Instead of going monochromatic, use one color, such as black, as your base and then bring in another color of your choice. Top it all off with a third, lighter color just to give it that extra touch.

## ✗ **Wearing ill-fitting clothing.**

I think this one is self-explanatory, yet I still see the same mistake repeated over and over again. This is a serious fashion felony. If your clothing is cutting off your circulation, IT'S TOO TIGHT! If your thighs feel numb when you remove those slacks or jeans, leave them on the shelves. If you have "whiskers" going from hip to hip when you wear certain skirts and dresses, they don't fit you. Being voluptuous is in, and you should be proud of what you have. But you also need to wear clothing that flatters your body. If your stomach is your problem area, don't wear pants that are too tight in the waist. Ever heard of "muffin top"? Not cute. That's why they put those awful three-way mirrors in dressing rooms—so we can view what's really going on at all angles. Believe what you see.

## ✗ **Commuting in sneakers or flip-flops.**

These little wonders have their place in all of our closets, but we must remember where they belong: in the gym, on a weekend afternoon, on vacation. Not on Wall Street. If you can't handle heels, invest in a ballerina flat. They're comfortable and chic. Throw them on for your commute. Think about it: at some point you are likely to bump into someone who you really don't want seeing you in your flip-flops. Just don't do it.

# Taking Trends to the Office

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Celebrities always look impossibly chic, don't they? But since your job probably doesn't involve posing on a red carpet, the celebrity look may not fly at your office. Here, we've taken five of the season's hottest trends—and made them office-friendly. Repeat after us: Professional doesn't have to look plain.

## Wide-Leg Pants

Just when we finally get comfortable in skinny pants, designers send super-wide-leg pants down the runways. Most commonly seen in denim (Eva Mendes donned a pair for the *Grindhouse* premiere), opt for khaki or linen trousers at the office. To balance out the look, pair your pants with a fitted double-breasted jacket or oxford blouse.

### Tricks:

- ✓ Trade in your super skinny pants for a wider leg
- ✓ Opt for a high-waisted skirt
- ✓ Introduce pattern and color to your work week
- ✓ Take your career to new heights with platform wedges
- ✓ Trade the button down for a peasant top

## High-Waisted Pencil Skirts

Take note, Britney and Tara Reid—it's time to say goodbye to belly-baring low-rises. No longer just a sign of "mom jeans," the high waist is back with a vengeance. Details like buttons or belts will make your waist look smaller and your stomach flatter. (And unlike low-rise styles, high-waisted wares camouflage unsightly "muffin top.")

## Patterned Minidresses

Nothing says summer like bright colors. This season it's all about purples, pinks, and whimsical patterns on minidresses. For the office, stick to a slightly longer dress and pair it with a dark blazer and classic pumps.

## Platform Wedges

The return of the platform wedge doesn't have to be painful. While stars like Mischa Barton show off their legs, wedges under wide-leg pants will work better for the office. Try a lower heel and metallic or patent leather for a dressier look, and stay away from cork during work hours.

## Peasant Tops

The loose peasant top is a must-have when the weather gets warmer. While for the weekend you can wear your white linen top casually, belt it at the waist or add a fitted vest to take it from Monday to Friday. Remember to keep bottoms fitted and straight and avoid wearing with a skirt.



# Business Trip: What to Pack?

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When you pack for a vacation, you tailor your choices to the destination's climate, right? You wouldn't put a parka in your suitcase if you were off to Puerto Rico. Well, the same goes for preparing for a business trip. Each city has its own dress code—and that goes for what you wear in the conference room and at the hot new club you'll hit at night. Here, WORKS takes a look at four popular cities and what you should take along on your next visit.

## *For Work...*

## *For Play...*

NYC

As the capital of the business-suit world, be prepared to look sharp: crisp white shirts, tailored pants, and well-cut blazers. But kick it up with a killer pair of heels. New York girls favor their Manolos...

For a night out on the town with business associates, you can never go wrong in a little black dress. Keep your hemline longer and add a pop of color with accessories. Your patent heels will be a perfect match!

ATL

Bring out your inner Southern belle. Lose your high heels and opt for a more moderate pump, don a looser-fitting suit skirt, and ditch your starched top for a more relaxed short-sleeve button-up.

Whether it's dinner on the town or a quick shopping trip at the local mall, keep cool and look sweet. Try light fabrics and soft colors and always keep a wide-brim hat handy. During the day keep it simple with sandals.

MIAMI

With temperatures in the 90s year-round, you definitely won't need to pack your winter wear. Stick to light materials and preferably sleeveless tops—to avoid sweat stains while making your way around the city.

Though you'll be tempted to hike up your hemline like a Miami native, keep it classy with the business folks. Stick to something that isn't too clingy or short, but do go colorful. Show skin in a tasteful way...

LA

L.A. has a laid-back vibe (must be all those creative types). Ditch the business suit and go for something simpler but just as professional. A black sheath dress looks good on most shapes and is always in style.

A California girl can't leave the house without two major things: oversize shades and blue jeans. When traveling out west, make sure you have your favorite fitted designer jeans along for the trip!

# the main event

get dressed for every occasion...

# Getting Dressed: The Big Meeting

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Anything goes in the fashion world and on any given day you see it all: women in short pants, army fatigues, leggings, barely there lace tops – and sadly, we're not talking weekend wear. If you have a big meeting, interview, presentation to make – get dressed.

Don't obsess, but please do put a little pre-thought and prep in and around the big day. Make sure the laundry has been done, your clothes ironed or picked up from the dry cleaners, and that you've fixed any loose hems, missing buttons, or other tailoring issues. I know, I sound like your mother.

But that's the easy, boring part. Now, what to wear? Unfortunately, this can't be simplified into a short list of fashion dos and don'ts. Let's cover what we know for sure: you do want to look (and feel) confident and well put together. You do want to look like yourself, and you absolutely want to look like the best candidate for the job. What don't you want? To look slutty, uncomfortable, or just plain inappropriate.

Don't misinterpret, looks aren't everything. But when I think of all post-college job interviews that I showed up for in the same boring black suit and blue Banana Republic tailored shirt... no wonder I didn't get the job. I was interviewing for positions in extremely creative fields and I simply didn't dress the part.

So, here are some tips to keep in your back pocket while shopping, outfit planning or closet organizing.

- ✓ Well-made, tailored pants are worth a million bucks. They always look elegant and you can wear them with or without a suit jacket, depending on the meeting and the industry.
- ✓ Dress shirts can look a teensy bit boring unless you make them more "you." As with the pants, a well-made shirt can make all the difference. Pick a color you like (not too jarring) or a pattern. Feeling daring? I am a big fan of sweaters (and I'm not talking about twin sets!). Beautiful cashmeres or cotton, cowl necks or subtle v-necks can be lovely, professional and unique.
- ✓ Please wear shoes that you can walk in and are work appropriate. Nothing ruins a beautiful look like an awkward walk. And just think about if you tripped... Definitely not the entrance you were going for! The same philosophy goes for a handbag. Make sure it is a weekday bag, not a weekend clutch. If you are planning on taking notes, make sure your notebook and accessories fit inside your bag – you don't want to look like a schoolgirl standing outside the restaurant with her spiral bound and

# Getting Dressed: The Big Meeting

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- ✓ Make sure your makeup is tasteful and think about your hair. I know when I'm nervous my habit is to constantly fiddle with my hair and push it behind my ears. For the big meeting it was pulled back. No nervous jitters for me!
  - ✓ Above all, make sure you feel good! Confidence radiates, and even if you don't have the money or the time to spend looking perfect, if you've put good effort into yourself it will show.
  - ✓ Potential employers are hiring you. The more authentic you strive to be in an interview situation the better the match will be. This small investment in the seemingly superficial world of fashion just might pay off big time.
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# Office Party Attire

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Just because your office party is at the beach, backyard, or pool doesn't mean you should lose your business casual. While you can ditch the suit, think twice before donning a bikini or shorts in front of your boss. Here, our picks for appropriate—and fun—out-of-office attire.

✓ **Sundress**

This might be the one time a wrap dress is out of place. Loosen up in a bold or floral-print sundress. Plus, you can belt it for some added shape.

✓ **Skirt**

If dresses aren't your style, opt for a just-above-the-knee skirt in a light cotton or jersey fabric. Avoid wearing a tight, mini, or floor-length skirt. Be creative and try a fun swirl or ikat print paired with a simple white cotton tank and a straw hat.

✓ **Capri Pants**

Don't confuse the capri with the gaucho—which look good on almost no one. A white cotton or linen capri pant is the best alternative to a skirt or dress. Go for a more fitted style and balance it with a long breezy top. White is the best color for a casual summer look and also perfect for a backyard barbecue party.

✓ **Caftan**

With solid bottoms, go bold on top! Not only are caftans loose-fitting, but the prints are always tropical and summery. Go for a sleeveless style but avoid low-cut necklines and spaghetti straps.

✓ **Metallic Flats**

Avoid flip-flops at all cost—they're just too casual—even for an office party. For footwear, skip your signature pump and loosen up in an airy flat. Pick a style that is braided, peep-toe, or sling-back for a beachy vibe.

✓ **Bandeau Suit**

If you must get in the water, pick a bathing suit that won't turn the boss' head. Be chic in a retro-cut suit that gives maximum coverage but is still sexy. Opt for brighter colors and bold prints but a more simple style.

✓ **Cover-up**

Don't be caught walking through the party in just a swimsuit. A long sarong cover-up is perfect for the occasion. Wear it as a skirt to sun your shoulders or tie it in a dress style for sunset cocktails poolside. We love this Bop Basic gauze sarong

# Perfect Party Clothes

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The invitations for after-work holiday events are piling up, and you have absolutely nothing to wear—at least nothing that's both office and party appropriate. All of that's about to change, with WORKS' guide to hot holiday attire (the kind that won't make your co-workers blush). So relax and focus on what really matters—'tis-ing the season!

✓ **Double-duty dress**

For a holiday party, it's always fun to forgo the little black dress and get festive with red. The reverse wrap dress keeps you covered in the front for the office, and its plunging back transforms into a sexy evening look. Keep a blazer and opaque tights on for the day, then ditch both before heading out for the night.

✓ **Totable Tank**

This season is all about sequins, but a sparkly dress is a bit too flashy for the office. Instead, opt for a sequined top, in gold or black. Wear it under a business suit with wide-legged trousers during the day, then trade the jacket for a dressier wrap.

✓ **Cool Clutch**

Nothing is less attractive than lugging an overstuffed shoulder bag to a cocktail party. You can easily take this Donald J Pliner Zelda Foldover Clutch from day to night—and still have room for your must-have items. The gator trim and calf-hair leopard fur make it a fun accessory.

✓ **Holiday Heel**

While a nude hue may make you think of your grandma's orthopedic options, today's nude heel comes equipped with super height and sexy straps. Paired with a red or black dress, they'll elongate your legs. Don a pair of nude hose for the office, but go bare-legged for after-hours.

✓ **Must-Have Makeup**

The smoky eyes and dark lips of evening won't fly at the office but you need to glam up your look before you leave your desk. You can add some sparkle to your cheekbones in one easy swipe, as well as play up your eyes with glittery mauve and golden shades. Make your lips soft and dewy with golden berry or plum gloss.



now find out...

do you dress  
well for work?



# Quiz: Do You Dress Well For Work?\_\_\_\_\_

There's a reason why so many of the fashion victims on TLC's *What Not to Wear* are referred to the show by their co-workers: Appearances have a huge impact on your professional image. Take this quiz to see what your look says about you.

1. **You're giving a big presentation to a prospective client. What do you wear?**
  - a. A striped button-down and khakis
  - b. A tweed jacket with matching skirt
  - c. A classic black power suit with blue button-down underneath
  - d. A fitted blouse with a body-hugging pencil skirt and stilettos
2. **Which of these TV characters most resembles your office style?**
  - a. Joey Potter on *Dawson's Creek*
  - b. Charlotte on *Sex and the City*
  - c. All the female candidates who were kicked off *The Apprentice*
  - d. Addison Shepherd on *Private Practice*
3. **Where do you get most of your clothes?**
  - a. Freebies from college sports teams and credit-card giveaways
  - b. Lily Pulitzer
  - c. Banana Republic
  - d. Forever 21
4. **What's your look for casual Fridays?**
  - a. Why limit yourself to just Fridays? You wear jeans or khakis most days
  - b. A denim skirt with kitten heels and a powder blue sweater
  - c. Black pants and a cashmere V-neck sweater
  - d. A wrap dress with a plunging neckline and suede knee boots
5. **Time for your company's holiday party. What do you pull out of your closet?**
  - a. A clean pair of jeans with a red and green polo shirt
  - b. An A-line skirt with a carefully coordinated cardigan and vintage brooch
  - c. The standard little black dress and pearls
  - d. A silk minidress to show off your killer legs

# Quiz: Do You Dress Well For Work?\_\_\_\_\_

**6. What do you carry to work most days?**

- a. A backpack with your lunch and gym clothes for a post-work workout session
- b. A Vera Bradley tote with matching makeup case
- c. A black laptop case
- d. A Birken bag, natch

**7. Do you wear jewelry to work?**

- a. Nope. You don't wear jewelry ever.
- b. Of course. You still wear the gold necklace and matching earrings that Daddy gave you for graduation.
- c. Diamond studs and a plain watch. Nothing too crazy.
- d. Chandelier earrings and loads of bangle bracelets. You love to accessorize!

**8. What's your footwear of choice?**

- a. Flip-flops or, if it's cold, Skechers
- b. Ballet flats
- c. Basic black pumps
- d. Thigh-high boots

**9. What's your makeup routine?**

- a. ChapStick and moisturizer
- b. Pink lip gloss and mascara
- c. Subtle, subdued makeup to define your features
- d. Full-on face, including sultry eyes and red lips

**10. How do you wear your hair to the office?**

- a. In a simple ponytail to keep it from falling in your face
  - b. Pulled back with a headband, though occasionally you do break out the curling iron
  - c. Sleek and straight
  - d. Long and loose
-

# Quiz: RESULTS

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## Mostly A's: Casual Coed

You choose comfort over couture every time. But in your faded jeans and shapeless tops you've been mistaken for the office intern on more than one occasion. Maybe it's time to take your wardrobe up a notch so you look like the competent young professional that you undoubtedly are. With ballet flats and menswear-inspired trousers currently in style, you can dress professionally and still feel comfortable.

## Mostly B's: Preppy Princess

You're all about classic, feminine looks like Ann Taylor cardigans and anything pastel. You always look nice, but unfortunately "nice girls" don't always get promoted. If you want your wardrobe to balance maturity and professionalism with a willingness to take calculated risks, shake things up with (still feminine) fall trends like tie-neck blouses, medallion flats, and, depending on your office, peep-toe pumps.

## Mostly C's: Corporate Clone

You want to be taken seriously, so you follow office dress codes to the letter. Dressing conservatively can work in your favor if you're in a field like business or finance. But if you're in an industry that allows for creativity (like a design firm or a nonprofit), you can afford to experiment more with how you dress. Even if you work in a formal office, you can choose pumps or a purse in an eye-popping color to dress up a drab uniform and show that you've got style.

## Mostly D's: Sexy Secretary

Either you're trying to catch the eye of that cute guy in accounting or you're oblivious to the sexy signals you're sending. Nothing wrong with a pencil skirt or a fitted jacket, but you might want to button that blouse or tone down the makeup (at least during work hours). That way your male colleagues will focus on your design ideas rather than your décolletage.

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