

365 *daily* style & beauty

barbara aleks

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For Eva, Georgina and Connie

Sisters. Blood and Soul.

WELCOME: Every single day for 365 days, you can start (or end) your day with a style or beauty tip – some of the same information I share with my clients. If you're super eager, you can sit down and read this book cover to cover, or you can read as many tips as you want, whenever you want. The choice is yours.

Your very first tip is this: have an open mind. Not every single tip will be applicable to you or your situation. If it doesn't apply, don't just move on, dismissing it. Instead, read it through to see what you might gain from it or see if there's something new you could try.

The great thing about fashion, style and beauty is that it gives you the opportunity to experiment and try new things. Even if it doesn't work out or you don't get it right, at least you tried, stretched your limits and opened yourself to new possibilities. That in itself is a huge achievement.

STYLE: Everyone has some sort of style. The key is to find something that you love, that works for you and that you know how to pull off.

If you know your style, own it and know how to work it, good for you! Keep doing what you're doing, but don't be afraid to try something new every once in a while. You'd be surprised at how trying something different can take your look to a whole other level.

If you see a style you like but have trouble executing it or making it work for you, just start applying one element or piece at a time to see how it looks and feels. If it works, hang onto it and keep going, one by one and soon you'll find yourself with a style that you love.

CLOSET: An organized closet makes getting dressed and putting outfits together so much easier.

To organize the clothes in your closet, first separate them by work wear and weekend wear (if applicable and if you have the space). Then break them down into tops, bottoms and jackets. In the tops section, organize by sleeveless, short sleeve, long sleeve and sweaters. In the bottoms section, organize by skirts, shorts and long pants. The bottoms can be further divided into denim, casual and dressy. Jackets can go from lightest to heaviest, casual to dressy or by function.

Once that's all sorted, group each section into colours. Not sure which colours to group together? Try following the colours of the rainbow or going from light to dark. And that's it. Your clothes are organized and ready to go.

COLOUR: Wearing colours that complement your skin tone can make you look younger, well rested, fresh and bright. On the other hand, wearing colours that don't complement your skin tone can make you look washed out, make your skin look dull and intensify the appearance of lines and dark shadows.

If you have no idea which colours look best on you, start playing around with different colours when you're out shopping. Put a variety of shades and tones up to your face to see what happens to your overall appearance.

If your skin seems to even out, blend or glow, then that colour is right for you. If your skin looks dull, if the shadows, lines or blemishes on your face become more pronounced or noticeable, then you know that colour isn't for you. If after that you still can't tell, get your colours done. It's a small investment for a lifetime of knowledge.

HAIR: Invest in a good haircut – it can make all the difference to your look. Make sure that the cut complements your face shape and suits both your style and lifestyle.

If you're not sure how to style or wear your hair once you leave the salon, book some extra time with your stylist. Have them share some tips and pointers so that you're getting the most out of your cut and looking your best.

If you get home and are still struggling, give it some time – especially if it's a completely new and different style. Playing around with it for a few days or even weeks will let you figure out how to wear your new cut in a way that suits you best.

FIT: Out of the many things that make you look great, fit sits somewhere at the top of the list. In order to look well put together, your clothes must fit you properly. Not too big and not too small – just right.

If something doesn't fit you well, get it tailored. If it can't be tailored, it's time to let it go. There's no point in hanging onto or wearing something that doesn't make you look your absolute best.

If you don't have a good tailor, ask around and get a referral or do some research. Give them a call to see what they charge for various alterations so that you have the cost in mind when you're out shopping.

EYEBROWS: A good eyebrow shaping and waxing can open up your whole face and take years off. Just make sure that you're not taking too much off. Thin eyebrows can make you look too severe and can age you unnecessarily.

While you can easily buy do-it-yourself waxing kits, this is something I'd leave to the professionals. A bad eyebrow waxing can take months to grow back and repair. This is another one of those times where I recommend either getting a referral or doing some research.

Make sure that whomever you choose follows the natural shape of your brow, so as not to create a shape that doesn't suit your features.

SHOPPING: If you tend to shop at the same stores regularly but notice that your size sells out quickly, find out which days of the week their shipments typically arrive and how long until the items hit the floor.

For example, if a store receives its shipment on Monday and it takes them two days to unpack the items and get them onto the racks, there's no point in shopping on Tuesday.

If you're shopping and can't find your size, don't assume that you're out of luck. Ask a salesperson to check stock. If they're all out, see if they can order it in or have it shipped from another location.

ACNE: Acne sucks – no two ways about it. If you're one of the many women who suffers from acne or breakouts, take a look at two things – your outside and your inside.

On the outside, salicylic cleansers, oil free products and glycolic acids are great at keeping the skin clean and free from build up, but just remember to be gentle. Harsh products and scrubbing can make flare-ups worse.

On the inside, are you ingesting inflammatory foods or beverages, foods that are taxing your organs or those that you might be sensitive to? Is your food being properly digested and eliminated? Quite often, much of what we see on our face is a reflection of our internal systems.

HANDBAGS: A handbag will accentuate or draw attention to whichever body part it rests on or near and can make it appear larger.

Make sure your handbag sits at the smallest part of your body or near the area you want to draw attention to.

For example, if you carry most of your weight in your hips and are smaller on top, wear a shoulder bag that sits above the waist.

On the other hand, if you happen to be quite full in the chest and have a narrower lower body, wear a bag with a longer strap that sits near the hip or carry one with a top handle.

PACKING: If you like to pre-plan outfits when packing for a trip, choose items that will easily mix and match together.

Quite often we arrive at our destination and realize that we don't want to wear our predetermined outfits. By packing items that easily mix and match with each other, you can simply rework your outfits to suit your mood.

You'll also have more combinations to choose from should you need an extra look or are required (or choose) to extend your stay.

PANTS: Wearing cropped pants (or capris) can be a bit tricky – they can be extremely flattering or can make your legs look stumpy. The key to success is choosing the right style, fit and length.

Choose slim-fitting or body-skimming styles that land just above the ankle – exposing the thinnest part of your leg. That's most flattering. If they're too wide or land any higher, they go from looking sleek and sexy to boxy and frumpy and can make you appear shorter than you really are.

You can easily create the appearance of a cropped pant by taking a regular-length pant (like a skinny jean) and rolling the cuff a couple of times until it lands in the perfect spot.

SKIRTS: Pleated skirts aren't just for schoolgirls, but knowing what to look for and how to wear one is key.

Pleats should always sit flat over the hip area and rear, without any pulling or spreading. If you have a wider hip and the pleats draw attention to it, choose a wider pleat.

To balance the width of the skirt, either show off your waist with a fitted top or choose a long slim tunic top that lands at the low hip area to create a sleek look.

Skirt length should be no shorter than a few inches above the knee to keep it from looking too young.

SOCKS: You know those little no-show socks that you wear with flats so that it looks like your feet are bare? Well, the whole point is that they're not supposed to show. In other words, you should not be able to see them.

Here's a situation where you need to commit, and you have 3 options:

- 1. You wear your flats without socks
- You wear your flats with proper socks that sit above your ankles
- 3. You wear your flats with the no-show socks, but *only*, I repeat *only*, if they don't show

When the no-show socks peek out from the shoes, it's distracting and detracts from the whole look.

MONEY: Splurge on investment pieces and classics – a good fitting bra, shoes, handbags, coats, suits, a great pair of jeans, etc. (Pieces that you'd like to stand the test of time.) Make sure that you're choosing good quality fabric and workmanship.

Save on basics and trendy items – undershirts, white T's, socks and clothing and accessories that you know you'll only wear for one season. These pieces that you're not expecting to hang onto can be manufactured in a lesser quality (if need be).

Spend where you need to and save where you can.

STYLE: Want a fabulous instant outfit? Try a tonal or monochromatic look – wearing one colour, or shades of one colour, from head to toe.

Choose a top and bottom in the same colour or similar tones (i.e. light and mid grey) and add some standout accessories – fabulous shoes, a statement necklace or multiple bracelets.

Dressing monochromatically not only gives you a longer, leaner look, but it makes you appear put together – without seeming like you tried too hard.

(Be careful not to pair colours that are similar but slightly off or warm vs. cool versions of the same colour – i.e. cherry red with an orangey red, etc.)

STORAGE: When storing clothing for long periods of time, refrain from storing them in plastic containers. Your clothes need to breathe and plastic containers can trap in moisture and/or odour, creating mildew and unwanted smells.

Make sure to clean each item before putting it away. If the item is soiled, the stain will set in over time, so much so that neither you nor your dry cleaner will be able to remove it.

Take extra care when folding an item for storage. Be watchful of where the item creases and make sure that any special details or embellishments are sitting flat — not bunched or stretched out.

AGING: Botox and fillers and peels oh my! So many procedures, so little time.

If you're the type of woman who is comfortable with the aging process and at peace with the changes you see on your face, then great. But if you're a woman who struggles with what you see in the mirror, there's nothing wrong with doing what you need to do to look and feel your best.

Before getting any procedure, do your research. Investigate possible side effects (both short and long term), what you can expect from the procedure and if there's any down time. Once you feel that you have all the information you need, make sure to find a reputable practitioner.

SWIMWEAR: When it comes to bathing suits, we all know – one size does not fit all (nor does one style). Make sure you're wearing the right style for your particular body shape.

If you're unsure, it might be worthwhile to visit a specialty swimwear store to find the best fit and style. The sales staff are often quite well versed in which brands and styles are best suited to various body shapes and conditions.

Sometimes paying a little more and having the right bathing suit makes all the difference, so make sure that whichever suit or style you choose, that you love it and that you feel amazing in it. If you can't find one that's right for you, keep looking. You'll be happy that you did.

OUTFITS: Many women get overwhelmed by the thought of creating complete outfits and often give up before they even start. It really can be as simple as 1-2-3.

Step 1: Choose your base – t-shirt and jeans, blouse and skirt, tank top and shorts

Step 2: Add your layers – sweater, cardigan, vest, jacket, coat

Step 3: Accessorize – bracelets, watch, necklaces, earrings

And of course, don't forget your shoes.

If you struggle with knowing which pieces to pair together, start with simple basics – solid, neutral coloured clothing in classic styles, with accessories in silver or gold. Then as you become comfortable with what works for you, try adding new colours, styles, patterns and combinations.

HEALTH: What does health or being healthy have to do with looking fabulous? A lot. Anyone who's ever been sick (in any capacity) knows how it can affect your energy, your mood, your attitude and your looks.

When your body's working at its prime and you're feeling physically great, your whole being changes. You're energized and you glow. And glowing? Glowing is very attractive.

Being healthy or living a healthy lifestyle means different things to different people. Today, why not take just one little step towards making yourself a teeny tiny bit healthier. Whether it's adding a healthier alternative to one of your meals or adding a little more activity to your daily routine, making tiny changes over time can bring significant results.

WEIGHT LOSS: Clients often tell me that they're waiting until they lose X amount of pounds before they buy any more clothes or learn how to dress for their shape.

The reality is that they do end up buying more clothing (the same old things) when they could have made better choices or they wear clothes that are too big for them, making them look even bigger than before they lost some of the weight.

If you're currently in the process of losing weight, make sure to buy a few pieces regularly as you slim down. Not only will you look better, you'll feel better – giving you even more incentive to stick to your goal and continue with the weight loss.

HAIR: Looking for a great Hair Stylist but not sure where to find one? Try watching a local lifestyle or morning show to catch their fashion/beauty segments. These shows often feature top local stylists.

If you can't afford to see the Hair Stylist regularly, go once and then have another (less expensive) stylist in the salon mimic the cut and style.

If that's still more than your budget can handle, ask the salon if they have any stylists in training or junior stylists available. Quite often these stylists are monitored by the head stylist.

(8. That's how many times I used the word "stylist" in this tip. Make that 9.)

JEANS: Low-rise jeans can be quite flattering and are great at making your butt look smaller – if they fit properly and aren't too low.

If you sit down and your butt's showing or too much flesh spills out, they're too low. If when you wear them you get severe muffin top, they're too low.

Many designers, brands and manufacturers make jeans in a variety of rises – low, mid and high. Keep looking until you find the right style to fit *your* shape.

(Don't forget to sit, crouch and bend over in them before you buy, to see what happens.)

CONFIDENCE: How sexy is confidence? Extremely sexy! Now I'm talking confidence here, not arrogance – there's a difference.

When it comes to your "look", are you confident? If not, ask yourself why. Are you unsure of what to wear or how to wear it? Are you unsure of which cuts, styles or colours suit you?

What's stopping you from getting some help, so that you can walk out of the house every day feeling fabulous?

If you can't afford to hire a Personal Stylist, there's plenty of free information on the internet. If you feel that you need some help, seek it out. Start taking steps to get yourself looking and feeling incredible. Every single day.

COLOUR: Please disregard any general statements that you read or hear that determine the colours you should wear, based solely on your eye or hair colour.

I have hazel eyes, light brown hair and am considered a "summer" (a very basic generalization). My son is a blue-eyed blond and is a "summer" too.

There are a number of factors (including your skin's undertones and how fair or deep your colouring) that determine which colours suit you best. If you're interested in accuracy, have a professional Colour Analysis done.

If you can't find a professional in your area, be cognizant of how your face looks when you wear different colours. Refer back to day 4 with regards to what you should be looking for.

PERFUME: If you're on one side of a room and someone's on the other side of the room, and they can smell your perfume, you're wearing too much. If you walk by someone and your perfume causes them to cough, gag or hold their breath, you're wearing too much.

I know that sometimes we love our perfume so much that we just want to slather it on or bathe in it. Just remember that not everyone feels the same way and in fact, some people can have adverse reactions to certain perfumes.

No one should be able to smell your scent until they stand close to you.

Be considerate – dab on a tiny amount or spray the air and walk through. You can always reapply later.

NAILS: There's something about having your nails done that makes you feel divine. There's also something about having chipped, broken or unkempt nails that can make you feel lousy.

Having your nails cleaned up and/or manicured – even if they're not polished – completes a look whereas having un-manicured nails can ruin the effort you made putting yourself together.

Whether you go out to get them done or maintain them yourself, take the extra time to groom your nails. Not only will you look better, you'll feel better too.

LEATHER: If you'd like to wear leather (real or faux) but are afraid of looking too hard, edgy or like a dominatrix, there are a number of ways to soften the look.

One way is to avoid wearing pieces that are extremely tight, studded or have metal detailing. Black leather is also a little harder looking/edgier than muted or lighter colours.

Another way to soften the look of leather is to pair it with soft or billowing fabrics and feminine or conservative pieces.

STYLE: Want to add instant Chic to any outfit? Pull back your hair into a sleek bun or ponytail (if it's long enough) or slick it back and tuck it behind your ears. Throw on some red lipstick (in a shade that suits your skin tone of course) and you're good to go.

Not sure what to wear? How about a white button down shirt with some dark jeans, a statement necklace, great watch, simple belt and a pair of heels?

The beauty of looking Chic is that simple and classic always wins over anything too fussy. The best part? It's super easy to achieve.

JACKETS: When I think of boxy jackets, I think of Chanel. While you don't have to spend thousands to own a great looking boxy jacket, you do need to know how to wear one to have it look good.

The first trick is to have it sit perfectly at the shoulders – this allows it to hang just right. Not too tight that it's pulling and not too loose that the seams sit out past or hang over your shoulders.

The second trick is to pair it with a slimmer bottom so that your whole look doesn't become too boxy or frumpy. If you tend to carry extra weight in your mid section, make sure that the jacket lands below your widest part to create a leaner look.

BEAUTY: Here's my number one beauty tip: drink water. And plenty of it. This may sound pretty basic, but you'd be amazed at how many of us don't drink enough.

You'd also be amazed at how much better you'll look (not to mention function) when your body is properly hydrated. Your skin will look better and if you're prone to breakouts, sometimes just increasing your daily intake of water is enough to flush out the toxins that can cause some pimples.

If you're not a huge water fan, try adding a squirt of lemon for a healthy bit of flavor. Make sure to avoid sugary or artificial flavoring as those can have a detrimental effect on your health. And your looks.

SHOES: Invited to or throwing an outdoor summer party? If the party's on the lawn or you'll be walking across grass, skip the stilettos – the heel will most likely sink into the dirt and could easily be ruined.

Choose a more substantial (or thicker) heel or wedge instead to ensure that your feet stay firmly planted. It'll make walking easier too.

Be careful when wearing wedges. Some women think that just because they're not wearing heels, they don't need to be as cautious when walking. Wedges can be just as difficult to maneuver in as heels – especially if they're high or on a platform.

Make sure that the wedges you purchase are well made and balanced so that you don't turn or twist your ankle when walking.

JEANS: Finding a pair of jeans that fit perfectly is like looking for a needle in a haystack. That's why we have tailors.

Here's what to look for: at the very least, you have to be able to fit into them and button them up – easily and effortlessly. Gone are the days of lying on the floor or across your bed to zip them up.

If they fit at the hip but the waistband is too big or they're too big around the thighs or legs, those are easy fixes – get them taken in. Too long? Another easy fix. Too short and you'll probably have to pass – unless you want to roll the cuff to just above the ankle for a cropped look.

SHOPPING: Like designer duds but don't like the price? Check out some of your local designer consignment stores and you'll probably find that most items look new or practically unworn (at a fraction of the cost).

If you don't have a high-end consignment shop in your area, search surrounding areas – they're typically located in upscale neighbourhoods or higher priced residential areas.

If you still can't find any locally, there are numerous designer resale shops online that ship worldwide. Just make sure to read their shipping and return policies. Just in case.

BEAUTY: Since when has a mustache looked good on a woman? Since never! Excess facial hair is a common concern for many women and in all honesty, has never really been a good thing.

If you have unwanted facial hair, there are a variety of hair removal procedures to choose from. Do your research before you attempt any of them so that you're aware of any side effects or contraindications.

You might also want to look into the cause for the increase in hair production – it may be a symptom of an unknown medical condition or underlying illness.

CLOSET: Unless it's a classic or vintage piece or it has serious sentimental value, if you haven't worn something in the last two years, either donate it or toss it.

If you haven't worn an item because it needs alterations or repairs, then get it to a tailor.

If you're hanging onto something that you don't wear and that doesn't have any sentimental value but you can't let it go, ask yourself why. Do you see yourself wearing it in the future? Are you missing something to wear it with? Are you hoping to be able to fit into it again?

If you have the closet space, hang onto it for one more season and then reassess. If not, be realistic.

This will keep your closet from becoming overfull or full of useless items. It also frees up closet space for new pieces. Shopping anyone?!?

COATS: Trench coats come in a variety of colours, styles and price points and are a versatile addition to any wardrobe. Not only are they practical and functional, they can add flair, style or complete any outfit.

If you're planning on investing in a good quality trench to last you through the years, purchase one in neutral tones and a classic style.

Don't want to splurge but want to add a little spice to your wardrobe? Try finding one in trendier cuts, bright colours or interesting patterns.

The key to a great looking trench is (as always), fit. Make sure that it fits well at the shoulders, across the chest and around the mid section – nothing too loose or saggy and nothing too tight. Also make sure that the length suits your clothing needs *and* your body type.

CARE: Pilling (little fuzz balls) on clothes makes them look old and worn.

It can be caused by loose fibers tangling together, as well as washing and/or drying certain fabrics with others (think workout wear vs. cotton sweater). It can also be caused by normal wear and tear.

Remove any unwanted pilling on clothing with the use of lint brushes, electric fabric shavers, disposable razors or (in a pinch) duct tape. With a little extra care, your clothes will look like new (or close to it) in no time.

STYLE: No white after Labour Day, right? Not necessarily. When it comes to clothing, there's white and then there's winter white.

Winter white refers to an off-white shade that has warm undertones and is a little less stark than a true, cool, bluebased white.

Typical winter whites that are made for cooler temperatures often come in heavier fabrics, weaves and knits and are thicker than their summer counterparts.

If you'd like to wear white during the Fall and Winter, try wearing items like winter white jeans or white wool jackets and save the flowing white chiffon for those hot summer days.

WORK: If you work in a corporate or conservative office, don't be afraid to add your own personal style to your office attire.

You can do this with your clothing choices, through your accessories, how you wear them or how you put it all together.

When shopping, keep your eye out for pieces (or basics) in your favourite colours or patterns or look for interesting cuts and/or details that could add flair to what would normally be simple items.

Alternatively, consider how to combine these pieces in unique ways to add even more of a personal touch to your work wardrobe.

BOOTS: Skinny or slim cut jeans and pants are best when wearing tall boots. They don't bunch around the knees and tuck easily into boots.

Don't have skinnies but still want to tuck your pants in? Make sure your pants are fitted through the thigh and knee, wrap the lower part around your calf and ankle and tuck into a pair of tall socks to hold them in place. Push the sock down below the top of the boot so that it's hidden from sight.

STYLE: Have fun! Expressing yourself through fashion and creating your own sense of style should be fun. So should putting outfits together.

If you don't enjoy it or find it frustrating, perhaps you don't have the right pieces in your closet. Or perhaps you need a little guidance on what works for you, what doesn't and how to put it all together.

Do some research or hire someone to help show you the ropes and create a fabulous yet functional wardrobe that's tailor made to suit you, your situation and your lifestyle.

BALANCE: One of the key factors to looking great is wearing the right proportions, thus creating visual balance.

One easy way to look balanced is to wear a voluminous or loose top when wearing skinny or narrower bottoms and vice versa – wearing a tailored or slim fitting top with a wider bottom (like a wide leg pant or flowing skirt).

Another way to look balanced is to follow the Long Over Short / Short Over Long rule. Wear a long top or jacket (i.e. classic blazer) over short or skinny bottoms (shorts, mini skirt, skinny jeans) and a short top or jacket (i.e. cropped jacket) over long or flowing bottoms (long pants, flowing skirt, maxi dress).

WEIGHT: If you've lost weight and find that your clothes are too big for you, don't automatically get rid of them – especially if they're good pieces that you've invested in.

Some items can be altered or taken in to suit your new shape. If you're not sure which pieces are salvageable, take them to your tailor and they'll be sure to let you know.

If you're still in the process of losing the weight and have a few more pounds to drop, wait until you've lost all the weight before your proceed.

Alternatively, if you need something to wear in the meantime that fits, take the clothes to the tailor and let them know that you'll probably want to alter the items further, once you've reached your goal.

BEAUTY: Yellow teeth can dull your appearance and age you.

If you're interested in whitening your teeth but don't want to incur the cost of having it done professionally, try purchasing some at-home teeth whitening strips.

If your teeth are prone to sensitivity, go slow. Don't use the super zappers – try the gentler versions and space them at least a few days apart. It may take a bit longer to achieve desired results, but your teeth will thank you.

Another option is to use a whitening toothpaste. Gentler than the strips, although a little less effective, the toothpaste will still take some of the surface stains off your teeth over time.

ACCESSORIES: The most common question I hear from women is "How do I look put together?" The answer: Accessories.

Accessories can take a look from drab to fab and can complete any outfit. Many women don't take that final and most crucial step and then feel unfinished.

Whether you're off to work, heading out with the girls or even running errands, accessorize, accessorize, accessorize.

The simple act of adding just one or two pieces (some earrings, a watch, a bracelet, necklace or belt) will add pizazz to your outfit and give you a polished look.

SHOPPING: Before you head out to the shops, take a look in your closet to remind yourself of what you have.

Dig deep into the corners and under all the piles to scan every last inch. Sometimes we forget we own certain pieces because they're buried or hiding and we end up wasting money buying similar items.

If you do find items deep in the recesses of your closet, think about why they're there. Did they get there by mistake? Or are they items you never wear?

If you don't wear them, ask yourself why. Is it the style, colour or cut that for some reason doesn't work for you? Or are you missing something to wear them with?

Make sure to figure it out so that you don't end up buying similar items or so that you can keep your eye out for companion pieces.

CLASSICS: A classic blazer is a great wardrobe staple. Extremely versatile, a blazer can be worn in a number of ways and paired with a variety of pieces.

Use it to dress up a pair of shorts or jeans or throw it over a dress. Team it with a crisp white shirt or button it up with a camisole underneath.

Fold the sleeves twice for a more relaxed version and to give your outfit a visual "lift", or wrap a belt around the waist to show off your curves.

When shopping for a blazer make sure that it sits properly at the shoulder, that you can button it up and that there's no excess fabric at the sides or around the back. If there is, either look for another one or get it altered to fit just right.

WARDROBE: Most of us wear 20% of our clothing, 80% of the time.

Start stacking clothes that you wear regularly onto one side of your closet or group them together. You'll soon start to see which clothes you wear most and which ones get left behind.

Try to figure out why you don't wear the ones in the "left behind" section. Are they the wrong size, colour or style? Do they fit poorly? Do they need altering, cleaning or repairs or are you waiting to buy other pieces to go with them?

Taking a look at what you do actually wear and knowing why you don't wear certain items tells you a great deal about what you should buy more of and what you should stop buying.

SHOES: Ankle boots or booties can make your legs appear shorter than they actually are — especially when the top opening is quite wide.

In order to minimize this occurrence, buy a pair with an opening that sits close to the ankle or leg or wear them with similar coloured pants or tights for a seamless look.

If you already own a pair with a wider opening, don't despair. Try to wear them with slim cut bottoms to give you a leaner look.

CLOSET: Tight on closet space? Make sure you're using every available square inch – double hang rods (one above the other), hang shelves above your rods for more storage space, use baskets for smaller items, attach wall hooks to hang accessories, stack shoe boxes or place shoes front to back.

If you've used up all of your closet space, see if you have room for a tall narrow bookcase in your bedroom. Bookcases are great for folded items such as T's and sweaters or even baskets of sunglasses, undergarments or rolled belts.

Don't forget about under your bed. If you have the space, there are low containers made specifically for under bed storage. Use those for off season or rarely worn items.

CLASSICS: A pencil skirt is a great classic to have in your closet, but in order for it to look good, it must fit well.

A pencil skirt should skim and follow the contours of your body but not cling to it. If it bunches or rides up when you move, it's probably too tight. It shouldn't be too loose either. If it's floating around you then it's not a pencil skirt — it's just a skirt.

Not sure how long it should be? Ideally it should land at or around your knee. Shorter than that and it starts becoming a mini skirt. A body skimming mini skirt just doesn't have the same class as a pencil skirt.

STYLE: Want to add a little interest or pizazz to your outfit? Try dressing in contrasts or opposites – leather pants with a lace shirt, high heels with boyfriend jeans, a feminine, flowing skirt with rustic boots or a crisp white shirt with a black blazer.

The combination of two seemingly dissimilar items or styles adds depth and dimension to any outfit.

The same effect can be achieved using different colours (i.e. colour blocking) or patterns (i.e. polka dots and stripes).

WEDDINGS: While the rules around what to wear to a wedding have changed and relaxed over the years, there are two rules (or guidelines) that still hold true.

The first is that you absolutely don't wear white. There should only be one virgin that day, and it shouldn't be you.

The second is that no matter how fabulous the dress, no matter how incredible you'd look, never, ever wear anything that might outshine, outdo, (out anything for that matter) the bride. A girl's wedding day is her big day and it would be inconsiderate to ruin it for her. Save your fabulosity for another day.

ACCESSORIES: Great buttons can truly make an outfit – they can make the difference between an OK piece of clothing and a WOW piece. If you ever find an item that you like but don't like the buttons, simply switch them out.

There are so many buttons to choose from at local and online fabric and/or specialty stores. Just make sure to buy the right size for your buttonhole.

Don't know how to sew? No worries – take the garment and buttons to your tailor or dry cleaner and have them sew them on.

STYLE: Guess what? Workout wear is for working out. That's it. It's not a uniform for daily life – you're way too fabulous for that!

Many women use their workout/yoga wear as a crutch – either they can't be bothered getting properly dressed or they don't know what to wear that's both easy *and* comfortable.

If this is you, how about throwing on a pair of cute jeans with sneakers or flats instead of the yoga pants. Pair them with a basic white T-shirt and sweater, a necklace, a couple of bangles and you're good to go. Now how hard was that?

WORK: When incorporating trends into the workplace, try wearing just one trend at a time and make sure that it's both age and office appropriate.

Wearing something that isn't age appropriate makes you look like you're trying too hard and wearing something that isn't office appropriate can get you into trouble.

Furthermore, wearing more than one trend at a time can be overkill.

BALANCE: When dressing, consider your horizontal proportions – know where your body goes in and where it goes out. That way you'll know where you need to fool the eye to create visual balance.

Wherever your body appears too wide, (i.e. extremely broad shoulders), this is where you'll want to make it appear narrower. You can do this by wearing clothing with minimal details or embellishments. You'll also want to avoid gathered fabrics, pleats or unnecessary volume.

Wherever your body appears too narrow, (i.e. extremely narrow shoulders), this is where you'll want to make it appear wider. You can create width with added volume, detailing and embellishments.

Keep in mind that lighter colours can make an area look larger and darker colours can make an area look smaller.

BEAUTY: I've heard it said that you can never have too much of a good thing, but when it comes to makeup (which can be really good), there is such a thing as too much.

Ideally, makeup should enhance and complement your natural features, not create new ones. When someone looks at you, they should see you – not the products on your face.

Make sure that when you're applying your makeup, you're accentuating, highlighting or featuring what's already there. Use a light hand and err on the side of caution. Sometimes less is more.

ACCESSORIES: Many of my clients tell me that they don't know how to accessorize. Here's how you do it: pick up an accessory and put it on. It's as simple as that.

I think we're often so concerned about doing something right or wrong that we don't even try. Just do it!

Start by buying only pieces that you absolutely love. Then, try just wearing one piece at a time, until you get the hang of it – that way you won't overdo it. (Some accessories can draw attention to the area of the body on which you're wearing them, so think about placement and which part of your body you'd like to highlight.)

Most importantly, don't worry about being perfect. If you keep at it, soon you'll get the feel for what works best for you and what doesn't.

HANDBAGS: We can't all afford Hermes handbags, nor would we all spend that kind of money on one (or two or three) if we could, but that doesn't mean that we have to forgo style or class.

If you're looking for a good handbag that will stand the test of time, find a reputable designer or manufacturer. Consider the quality of the leather or fabric and take a look at the stitching and detailing to see how well it's constructed. Choose a simple, classic style and you won't have to worry about it going out of style anytime soon.

Choose well and with proper and regular care and maintenance, your handbag should last years. Or at least until you're ready to buy a new one.

BOOTS: High heeled, knee high boots can add sex appeal to almost any outfit.

The key to nailing this look is fit. Make sure that the boot sits close to the leg – around the ankle, calf and at the very top. The looser the boot or the further it sits away from the leg, the more casual the look.

Choose your heel height carefully. Higher heels are definitely sexier, but only if you can walk in them. If you can't walk in a high heel, opt for a lower one instead.

A thinner heel is also sexier and dressier than a chunkier heel. So choose your boot and your heel accordingly.

SHOPPING: Always know the return policy before you buy anything.

Prior to making a purchase, find out whether the store accepts returns, exchanges or both. Know how long you have, what happens if you don't have the receipt and if there are any conditions in which an item might not be returned.

If you're buying a Final Sale item, make sure to clarify the policy, as final sale items are often non-returnable.

Keep in mind that some stores offer a different return policy for members of their loyalty program or if you're on their list. Asking ahead of time and joining could give you a longer return window or extra perks.

WARDROBE: Most of us tend to wear the same pieces together or an outfit combined the same way, over and over again. Try switching it up a bit by mixing and matching your favourite pieces.

If you've bought well then you should be able to switch things up a bit without too much trouble. If you're having difficulty, it could be an indicator that there may be gaps in your wardrobe.

Don't be afraid to mix different colours and/or patterns together. These days anything goes. Gone are the days of having to match every single item in your outfit. In fact, the less matchy-matchy the outfit the better.

Be bold, be creative and be daring. Fashion should be fun. Use your tools, use your instincts and express yourself through the choices you make.

ACCESSORIES: If you're petite, avoid accessories that are so big that they overpower you. That doesn't mean that you shouldn't wear bold or showy pieces, just that they should be proportionate to your frame. You don't want to look like a kid wearing her mama's jewelry.

If you have a large frame or have a fuller figure, avoid dainty or small accessories – they can make you appear larger than you are.

If you're unsure of what "too big" or "too small" is, relative to your size, play around with different accessories and take a look in the mirror, or snap a selfie. When you look at yourself, what do you see? Do you notice the accessories or do you see yourself? Are the accessories taking over or do they add a finishing touch and complete your outfit?

BEAUTY: Make sure to choose makeup colours that complement your skin tone. No point in gooping all that stuff on unless it's doing something for you.

If you're not sure which colours to buy or how to properly apply them, head over to your local department store or makeup specialty store. There you'll find a variety of beauty counters or displays to choose from to get the assistance you need – often at no cost.

Don't feel obligated to buy products and/or makeup that you don't like or don't feel you'll use. If one brand doesn't work for you, there are plenty more to choose from.

SHOES: When buying a pair of shoes, if they don't fit right or they're too tight, don't buy them. Leave them in the store and walk away.

I don't care how much you love them, how big the sale, how much you think they'll stretch, chances are they won't work out. You might get one or maybe two wears out of them, but over the long run, you'll probably end up buying another pair. Take it from someone who knows.

If you've got a pair or two, or a closet full, of these types of shoes or shoes you never wear, get rid of them and free up some space. They probably look practically brand new and could be given to a friend or family member, consigned at a local shop or donated to a charity. All would probably be happy to receive them.

WARDROBE: Only keep clothes that suit you, look fabulous on you or that you love – regardless of how much you spent.

Why would you keep or wear clothes that don't look great on or that you don't adore? If it's not right for you, sell it or donate it.

Worried that you might not have anything left? Good! It'll force you to go buy only the most incredible pieces.

When you do go to replace the items that you've eliminated, don't make the same mistake twice. Only purchase items that you love and that make you look and feel fabulous. Even staple items need to be well suited to you. They don't have to make your heart soar, but they do need to be the right shape, cut, style and colour for you.

COATS: Camel coloured coats aren't for everyone. Not everyone's skin tone is suited to camel and in fact, many women will look washed out. Coats can be a financial investment, so when purchasing one, make sure that the colour enhances your appearance, not detracts from it.

If you want to purchase a coat in a neutral tone but camel isn't for you and you'd prefer not to choose black, opt for navy or a shade of taupe or gray instead. Just make sure that whichever colour you choose, it suits your skin tone.

If you already have a camel coat in your wardrobe but know it doesn't work for you, wear it with a scarf that has colours in it that do suit your skin tone. The scarf will act as a buffer between your coat and your face.

POCKETS: Here's what you need to know about pockets – they can attract the eye and add volume or bulk. Wherever you have a pocket – especially one that's sewn on top of a garment – you'll be adding to whatever body part is underneath.

Want to minimize big breasts? Avoid breast pockets on shirts. Got a little too much junk in your trunk? Buy pants without pockets on the rear or at least flat pockets (no flaps) with minimal detail.

Want your butt to look perky? Make sure the rear pockets on your pants sit high up as opposed to low down – those will make your butt look saggy.

STYLE: There's nothing better than a great big chunky sweater in the fall. To keep your outfit balanced and the sweater looking proportionate, wear it with a slimmer silhouette on the bottom, like a pair of skinny jeans.

Pushing or rolling up the sleeves to mid forearm or above and wearing a cropped pant will also keep the voluminous shape of the sweater from overwhelming you.

Large or bulky scarves also have the same effect as big chunky sweaters, so keep this tip in mind when wearing them. You'll want to keep the lower half of your outfit slim and lean to keep yourself from looking too bulked up.

SUNGLASSES: Never underestimate the power of the right sunglasses. They're the perfect way to top off a well thought out and executed outfit. Depending on the pair you choose, they can either dress it up or dress it down.

Always have a variety of styles on hand to suit different looks. Just make sure that all the styles you choose suit your face shape.

Sunglasses should balance out and enhance your face and its shape, not hide or detract from it. For example, if your face is round, choose frames that are more square and vice versa. Always play around with different styles to see what they do to your overall appearance.

HANDBAGS: Oh the power of the purse! When purchasing a handbag, don't choose a style just because it's the latest trend. Take a look in the mirror to see how the bag makes *you* look.

If the bag's too big, it might overpower you. Bags with long straps that sit lower on your body can make you look shorter. Small bags on a larger frame can make you appear larger. And on and on it goes.

Play around with a variety of shapes and sizes to see which is the best shape for *your* size and frame.

STYLE: Just say no to muffin tops! I'm all for a yummy muffin (of the edible variety), but I'm a firm believer of the no-muffin-top rule.

No matter how expensive the outfit, how great the colour looks on you or how well you've accessorized, if you're sporting a muffin top, you've either got the wrong top or bottoms on. Or both.

Try finding bottoms with a slightly higher waistband. If that isn't possible, find a looser top that hides the waist/high hip area. Not only will you look better, you'll probably feel better too.

WORK: Do you spend most of the day seated behind a desk, where people typically see you from the waist up? If so, purchase a few neutral, staple bottoms that you can mix and match with a variety of tops, jackets and accessories.

You're better off spending your money on the pieces that others can see.

On the other hand, if you don't sit behind a desk and people tend to see all of you throughout your work day, you don't necessarily have to spend equal amounts on tops and bottoms. Quite often, changing out your tops more so than your bottoms has a greater effect on your look.

It's easier to throw in some patterns and a variety of colours in your tops than your bottoms and add variety to your wardrobe through your accessories, so it can still be worth your while to focus on those.

COATS: If you like the look of ³/₄ length sleeve or bracelet-sleeve coats but don't think they're practical in the cold, pair them with elbow-length gloves.

If you don't own a pair, wear a long sleeve top in a similar colour or in a colour that complements the coat and wear it with a pair of shorter gloves.

If your outfit for the day doesn't include long sleeves, throw on a sweater or cardigan just to wear with the coat and then remove it when you get to your destination.

OUTFITS: If you're having a hard time deciding what to wear on any particular day, decide how you're feeling or how you want to feel.

Do you want to feel elegant or sexy? Retro or edgy? Natural or over the top? Narrow it down to one or two and decide which pieces will help you accomplish that.

Having a photo catalogue to flip through also helps on days when you can't figure out what to wear.

Start taking snap shots of your outfits either laid out on the bed or on you through the mirror every time you get dressed, using either a digital camera or your smartphone. That way you'll have access to your outfits visually to help you choose on days that you can't decide.

Doing so also allows you to see what you wear most often.

PANTS: Unless you're wearing cropped, tapered, fitted or cuffed pants, long pants (straight, wide or flared) should be hemmed to sit just above the ground.

Hem pants to no more than ½" above the ground. That way they give you the appearance of length without looking like they're too long.

When you take your pants to the tailor to be hemmed, take along the shoes you plan to wear with them. That way the tailor can hem the pants accordingly.

SIZING: Some women believe that buying a larger size will make them look smaller. The truth is that it often has the opposite effect and can make an outfit look sloppy or frumpy.

Always buy clothing that's the right size. On tops, jackets or coats, make sure the shoulders fit properly. If the shoulders fit but it's too loose in width around the torso, have it tailored.

Pants, shorts or skirts should fit at the waist and hip and should be tailored to suit your particular body.

ACCESSORIES: Don't have a bold statement piece and need something in a pinch? Try layering smaller or subtler pieces of jewelry (such as multiple necklaces or multiple bracelets) together to make a more significant impact.

If you're unsure of what to group together, find a common element in all pieces (metal, colour(s) or style) or make sure they all relate in some way to your whole look.

When layering necklaces, make sure all pieces are of varying lengths so that they don't bunch together.

Not sure how many pieces to layer? It depends on the size of each piece and how elaborate they are, but 3 pieces is a good place to start.

HANDBAGS: Ever feel like you're carrying the weight of the world on your shoulders? Perhaps you are – especially if your handbag is loaded with the things you need, things you might need, and things you'll never need.

Sound familiar? Then it's time to clean your handbag out. Start by taking everything out of your bag (don't forget the pockets and wallet too) and go through every single item you find.

Ask yourself if you really, really need it in there. Be ruthless. We women carry enough in our lives – no need to carry any more.

SHOES: Want to wear incredible statement shoes and have them really stand out? Make sure your outfit is simple and low key. Otherwise, the two will compete for attention and neither will get the glory it deserves.

Brightly coloured shoes are a great way to add pizazz to a simple or plain outfit, without going over the top. If you're not sure which colours to wear together, keep the colours of your outfit neutral. That way you won't have to wonder whether or not your shoes "go".

SHOPPING: Shopping should be fun, but if you really don't enjoy it and want it to be over as soon as possible, have a plan before you head out. Know what you want or need and where you might be able to find it.

Many stores have online shops that can help you preshop prior to leaving the house. If you find something online that you like, call ahead to see if the location closest to you has your size and even one size up and down just in case.

Map out your route so that you can hit the shops in the most efficient way. Try not to get sidetracked, but remember to bring snacks and water – just in case. You are shopping after all.

BEAUTY: When shopping for new beauty products, whether at a counter or store, ask for samples and try the products before you buy.

Most brands and stores will allow you to return a product if it doesn't work for you or if it causes a negative reaction, but having a sample allows you to try a new product without the hassle of dealing with returns.

If you prefer to purchase a product without having tried it first, make sure to know the brand or store return policy – just in case.

TURTLENECKS: Turtlenecks aren't for everyone. While extremely functional when it's cold, they're not universally flattering and can make your neck appear shorter than it is.

If you don't find turtlenecks flattering on you, try wearing your hair back off your face or wear a long necklace to create the appearance of length. If that still doesn't work, try wearing a scarf instead. That way you'll stay warm and be able to tie it in a more flattering way.

One last thing – turtlenecks have the ability to make both small and large busts look larger than they are (so dress accordingly).

SHOES: If you wear high heels for long periods of time and find that they make the soles of your feet hurt, try using gel or cushioned inserts in your shoes.

Have some on hand when you purchase your shoes to ensure that you'll have the perfect fit.

If this still doesn't work and the soles of your feet still hurt, you might have to opt for lower heels or wear a shoe with a platform. Platforms allow you to wear a higher heel without actually feeling the effects of that high a heel.

BODY SHAPE: When dressing, consider your vertical proportions. Visually speaking, know where your body appears to be too long and where it appears to be too short.

Wherever it appears to be too long, you'll want to break up this length with the use of different colours, accessories (like a belt) or horizontal details on your clothing (stripes, stitching, etc.). Wearing and layering different lengths also works.

Wherever your body appears too short, you'll want to create the appearance of length with vertical stripes, stitching and patterns, and wearing one solid colour.

WORK: When creating a work wardrobe, pick one or two base colours (typically neutrals) that you can use to build upon to mix and match.

Accent these basics with colourful jewelry, bags, shoes and scarves. Take it a step further by adding in some tops and sweaters in contrasting or coordinating colours or patterns to add interest and variety.

If choosing one colour, try grey, black or navy blue. If choosing two colours, black and white or navy and tan are great places to start. Just make sure that the colours you choose complement your skin tones.

FABRICS: Some fabrics are more prone to wrinkle than others. Thinner fabrics wrinkle much more easily than thicker woven fabrics, as do natural fabrics when compared to synthetic ones (linen being the worst offender).

When purchasing clothing that you plan to wear for long periods of time, avoid items that wrinkle easily. They may look fresh and sharp when you first put them on, but after hours of continuous wear, they'll be creased and crumpled.

If you love the look of linen, but don't love the way it wrinkles, opt for linen blends that will keep the creases at bay.

STYLE: Roll up shirt, blazer or jacket sleeves a couple of times to just above the wrist or to mid forearm if you want to make your outfit appear casual or effortless.

This is a great trick if you're vertically challenged (aka short - like me). It lifts you up visually and keeps you from looking droopy. It also helps break up the length of an overly long torso.

SHOES: Take care of your shoes and they'll take care of you. How? By keeping you from replacing them when they wear out prematurely.

Good quality shoes are an investment and with the proper care and maintenance could last years.

Make sure to protect them regularly with the right protectant, have heel caps or outer soles repaired or replaced as required and scratches or scuffs buffed out properly.

SWIMWEAR: Technically, you shouldn't machine wash swimwear. Nor should you throw it in the dryer.

If you're as lazy as I am about hand washing and insist on using those 2 big, beautiful machines in your laundry room, just remember to turn everything inside out, wash them in cold water, with a mild detergent and use only the gentlest washing cycle.

Hang to dry or (if you must) use the Delicates option on the dryer.

DRESSES: Wrap dresses are timeless and flatter most body types. While perfect fit is ideal – having the dress wrap over the chest and around the waist – it's not imperative.

If your wrap dress wraps around the hip more so than the waist, don't worry – as long as the ties don't slide up, causing the chest area to fall open, you're fine.

If your dress exposes too much cleavage, wear a fitted camisole or tank underneath or pin the underside of the dress where you'd like the fabric to stay.

If the bottom of the dress flaps open while you walk, a carefully placed safety pin (hidden on the underside) will keep that from happening.

HANDBAGS: If you don't have much shelf space in your closet to store your handbags, it's time to start thinking outside the box.

Try hanging your bags from vertical accessory holders that hang from rods or display your nicer ones in china cabinets or curio cases throughout your home. Clutches can be stored in vertical file dividers or in wall mounted magazine racks.

Larger bags that will sit unused should be filled with inserts, tissue or old T-shirts to keep their shape – preferably covered in fabric to keep the dust off.

SHOPPING: If you're in a large department, off-price, mass discount or chain store, don't limit yourself just to the women's department.

Men's departments are great for sweaters, cardigans and thick wool socks.

If you happen to be petite, check out the juniors department for both basics and trendier items.

Just make sure that whichever department you shop in, you choose well and make the pieces you purchase your own (in the way you wear them), so that it doesn't look like you shopped in the wrong department.

BOOTS: Have a hard time finding tall boots that fit your skinny or wide calves? Try looking for those that have elastic inserts or panels sewn right into the shaft (the tall part) of the boot. These are usually made a little narrower to allow for a bit of stretch (convenient for a wide range of calf sizes).

Stretch suede or other stretch fabric also allows for a little play as does an adjustable buckle at the top of the boot – which can be cinched in or loosened up depending on the need.

NAILS: Treat your nail polish or nail art as an accessory.

If you're sporting elaborately painted or bedazzled nails or have your nails painted a bold colour, remember to factor them in when accessorizing.

If your nails are really over-the-top or super bold, they can become your statement piece. Otherwise, make sure they complement your outfit or perhaps add another element to your outfit to complement the nails and balance out the look.

What you don't want is your nails clashing with your outfit, distracting from it or getting all the attention – especially when you put in great effort to get it just right.

ACCESSORIES: Diamond and pearl studs (real or faux), hoop earrings and tennis or charm bracelets are classic jewelry pieces that never go out of style.

Add them to jeans and a white t-shirt to dress up your outfit and make it sparkle.

Take it one step further by adding multiple bracelets (or even necklaces if you have) to create more of an impact.

WORK: If you want to get ahead in your career, other than doing a stellar job, dress for the position you want.

You'd be amazed at how people will see and treat you differently if you make the effort to present yourself like you've already succeeded.

When it comes time for promotion, your boss and/or superiors (for lack of a better word) should already be able to envision you in the position.

JEANS: Ever buy a pair of jeans that fit perfectly when you put them on, but by the end of the day they're stretched out, sagging and look about a size too big?

This can happen with both inexpensive chain-brand jeans as well as paid-too-much-for designer jeans. It just depends on the fabric and amount of stretch.

Sizing down sometimes solves the problem, but not always.

Whenever you're contemplating purchasing a new pair of jeans and are unfamiliar with the brand, ask the salesperson how the jeans will wear and stretch throughout the day.

WARDROBE: Whenever you're organizing or cleaning out your closet, keep your eye out for items that you have too much or too little of.

Keep buying the exact same button down shirt? Stop buying it – you have plenty at home. Don't have enough pants to go with all those tops? Now you know what you need.

Once you balance out your wardrobe with the right pieces, you'll find it much easier to mix and match and create outfits.

SUITS: Even if you don't wear suits for work, have at least one classic, well-made suit in your closet.

Choose one in black, navy or gray (darker colours are more versatile and slimming). Make sure that the jacket is single breasted and fitted. The pants should be straight leg or slim cut and the skirt should be fitted (not tight) and land at or around the knee.

Even if you don't think you need one, you'd be surprised how grateful you'll be that you have it and that it's ready to go, when the need arises.

HAIR: If you go to the trouble of putting together a fabulous outfit, don't neglect to do your hair.

Having your hair done can make the difference between looking put together and looking unfinished.

If you don't have the time to style your hair, try a sleek ponytail or bun. (Try Sephora's Bunette or a hair donut for easy buns.) If your hair's not long enough to tie back, try a simple hair band.

Whatever you do, just do something! Messy, unkempt hair can ruin even the best outfit.

BEAUTY: As with your outfit, so with your makeup – focus on highlighting one thing at a time.

If you're playing up your eyes with some intense eye makeup, downplay your lips with an understated or neutral colour.

If you're wearing a bold lip colour like a deep, rich, red, keep your eye makeup subtle.

Featuring both can be a bit much.

SWIMWEAR: If you're too self conscious to strut around in a bathing suit while on holiday or during the summer months, there's no need to totally cover up or feel out of place on the beach or by the pool.

There are a variety of different cover-ups on the market with varying degrees of exposure. Sarongs are also a great way of covering up different parts of your body – depending on which you're most self conscious about.

Choose a style that covers what you want covered, in a fabulous colour or pattern, throw on some accessories and you're good to go.

ACCESSORIES: It's OK to mix silver and gold jewelry as long as you do it with purpose. In other words, don't let it look like you couldn't decide.

Mix them as you'd mix any other accessories. You could have one anchor piece that combines both materials and build from there or you could layer necklaces or bracelets of different materials.

Remember to find one common element that runs through all pieces so that when you wear them it feels cohesive or complementary.

There really are no hard and fast rules, so play around with it and wear what makes *you* feel good.

SHOPPING: When going shopping, be prepared to shop.

Dress comfortably in clothes and/or shoes that are easy to take off and put back on, wear your hair in a way that won't get ruined or bother you after multiple clothing changes and stay hydrated and fed.

Shopping can be exhausting. Take it from someone who shops for a living – if you're thirsty, hungry, tired or uncomfortable, you'll either leave early without having achieved your goal, buy the wrong thing, or end up really, really, super cranky. And trust me – no one likes a cranky shopper.

DRESSES: If you need a fabulous dress for an event but know that you'll only wear it once, how about renting a dress?

When renting, you pay about 15% - 20% of the retail cost of the dress and can usually hang onto it for about 4 to 8 days.

If you don't have a local location, there are a number of online shops that ship the dress to you and send you a prepaid return package to send it back.

To top it off, they typically clean the dress too when you're done with it, so you don't have to do it on your own. How fabulous is that?

LINGERIE: A good, solid wardrobe includes having a well-stocked lingerie section, with pieces for all scenarios and outfits.

For example, make sure to have the right bras on hand to wear underneath all of your tops, including the various necklines, straps and colours.

These days you can buy bras that can be worn strapless, backless, with halters, etc., so being prepared doesn't always mean buying multiple pieces or spending a fortune.

HANDBAGS: Do you change your handbag often or wish you could without the hassle of transferring over all your bits and pieces?

Try organizing your items into smaller pouches or organizers.

Group similar use items together, such as hair and makeup in one, loyalty and/or business cards in another, medications or supplements in a third.

That way, when switching handbags, you're only transferring 2 or 3 things as opposed to 10 or 12.

SHOES: Bought a new pair of shoes for a specific occasion? Make sure you break them in ahead of time.

Try walking around the house with them every night for at least a week so that you're not dealing with blisters or sore spots on the big day (or night).

If you don't have time to do that, take them to your local shoe repair shop and see if they can stretch or work them in a bit for you.

If all else fails, make sure to bring along some bandages and ointment on the first wear – just in case.

SHOPPING: If you're unsure about a purchase (for whatever reason), either put it on hold or take it home to decide (keeping the return policy in mind and hanging on to the receipt).

Sometimes thinking about it away from the store or taking it home helps you realize whether or not it's the right piece.

And you wouldn't want to buy the wrong piece. Because wrong is... well, it's just wrong.

PANTS: Flats, tall boots, booties, heels. When buying pants, consider the type of footwear that you'll be wearing – it might make a difference as to which style you should buy and what length they should be hemmed.

For example, boot cut legs won't tuck into a tall boot as well as a pair of skinnies or slim fitting pants. Wide leg pants hang nicely over a pair of high heels and should almost reach the ground, whereas if worn with flats, should be hemmed shorter.

Consider your options and don't be surprised if you need to buy more than one pair.

FABRIC: Many mass merchants and high-end retailers purchase their fabrics from the same suppliers. The difference? Price.

Don't be afraid to purchase less expensive pieces from larger chains thinking that the fabric is inferior. If you're unsure, feel the quality of the fabric and double check stitching, seams and overall manufacturing to tell if you're getting a deal.

If you do feel that the fabric and/or manufacturing is of a lower quality, but you're still interesting in making the purchase, then make sure that the quality (or lack thereof) is reflected in the price.

If it's not, you'll need to decide if the item is worth the cost.

HAIR: When colouring your hair, make sure that your hair stylist uses colours that complement your particular skin tone.

The wrong hair colours or shades can make your skin appear dull and lifeless and can exacerbate the appearance of lines, wrinkles, shadows and spots.

If you're unsure, get your hair stylist to place the hair colour swatches near your face (in as much natural lighting as possible), so that you can determine what the colour will do to your appearance.

Sometimes altering the colour or shade slightly, or choosing one that's cooler or warmer, can make all the difference.

APPEARANCE: Stand up straight. This may seem like common sense, but take a look around you and see how many people slouch or have bad posture.

Standing up straight not only allows your clothes to drape better, it gives the appearance of confidence and self-assuredness (even when you're not feeling it).

If you have problems standing up straight or if your body fatigues easily when you do, you might need to strengthen your core or back muscles. If this is the case, the more you practice, the easier it will become.

SCARVES: Scarves, like other accessories, can make an outfit.

If you don't know how to choose a scarf for a particular outfit, start by choosing one that pulls at least one colour from the outfit.

If your clothing has patterns, try a solid colour scarf and if your clothing is made up of solid colours, try choosing a patterned scarf to add a bit of interest.

There are countless ways to tie them, so if you're unsure of what to do with one or how to wear it, search the internet for instructional videos.

BELTS: Belts are a great way to create shape in shapeless tops, dresses and jackets. Belt them around your waist or hip and take your outfit to a whole other level.

Belts can visually break up your body, so if you want to create a longer, leaner look, make sure that the colour of the belt is similar to the colour of the clothing underneath.

Alternatively, if you'd like the belt to visually break up your body (i.e. you have an extra long torso), choose a belt in a contrasting colour.

HATS: I think you're either a hat person or you're not a hat person. It takes a certain confidence to wear a hat when the situation doesn't call for it.

If you love the idea of wearing hats as an accessory (not just for function), the key is to buy the right style in the right colour and the right size. Too small and it won't fit your head, too big and it will float and move around. The wrong colour will look off and the wrong style won't suit.

Try a variety of hats before you buy to make sure you've got the right one for you. Once you do, then go and strut your stuff.

SHOPPING: If you're shopping for an item to go with something you've already got at home, don't forget to bring that piece with you.

It's much easier to find a match for an existing item when it's with you, rather than trying to remember the particular shade, pattern, fit, etc.

Having it with you also means that you'll be able to try it on with the potential match to see if it's the right piece.

CLOSET: Invest in the right hangers. They can make your life easier and be better for your clothes.

Flocked hangers are great for tops that slide off easily; hangers with hooks are perfect for spaghetti straps and narrow hangers save space in tight closets.

If you can't find the right hanger locally, search online for sites that ship. Whatever you need – there's a hanger for it.

ACCESSORIES: If you have more jewelry than your jewelry box can hold or more accessories than you know what to do with, it's time to get creative.

Try hanging necklaces and bracelets from jewelry trees or hooks or sort them in simple wooden cutlery holders that can be stacked. Use a variety of dishes to hold rings or smaller earrings.

Belts and scarves can also be hung from hooks or slung through hanging or mounted rings.

COATS: If you live in a place that experiences cold weather, you'll probably want to invest in a good winter coat.

Look for good quality fabric (that doesn't pill or crumple easily), lining and stitching, make sure it fits well in the shoulders, that you can move freely in it and possibly add a sweater underneath.

If you're looking for longevity, choose a classic cut and neutral colour that will not only suit your skin tone but suit your clothing as well.

LINGERIE: A properly fitted bra is a must-have – no matter how big or how small the girls are.

A good bra in the right size can make the difference in how your top looks on you and can ultimately affect your overall look.

If you're not sure what size you are, many lingerie stores have qualified staff who can easily help you determine your size.

JEANS: Invest in a good pair of dark jeans – they can easily be dressed up or dressed down and are a must-have staple for almost every closet.

Choose a cut that suits your body shape and spend a little more on a good quality jean that will last.

Look for a dark shade with the right amount of stretch that won't sag after a few hours.

Make sure to wash them inside out so that they don't fade and hang to dry.

WHITE: White clothing is supposed to be just that – white.

If your whites have lost their lustre, are greying, yellowing or stained and you've done everything you can to get them their whitest (with no luck), it's time to replace them.

The same can be said for blacks or any other colours that have faded.

Bleaching whites or dyeing your clothing can help prolong the colour, however only temporarily. You'll find yourself needing to bleach or re-dye over and over again.

STYLE: When wearing something extremely feminine, try pairing it with masculine details and vice versa.

Wearing tailored pants? How about wearing them with a soft blouse? Donning a flouncy, ruffled skirt? A nice structured button down shirt would team nicely.

Try a similar collaboration with dressy and casual. Pair a loose fitting graphic T with a tailored pencil skirt or a silk blouse with distressed jeans.

The juxtaposition between the two styles adds interest and a sense of unpredictability.

SHOPPING: If you find yourself shopping at the same stores over and over again, sign up for their newsletter or add your email address to their list (if they have one).

Quite often you'll receive notice of upcoming sales and may even receive special or extra discounts. Why pay full price if you don't have to?

Being on their list might also get you invited to special events, new store openings or get you special previews or access that those who aren't on the list won't receive.

ACCESSORIES: While you don't need to spend a fortune on accessories, wearing multiple plastic pieces can cheapen your look.

If you're layering necklaces or bracelets and some of your pieces contain plastic baubles or detailing, limit the amount you wear and mix in some pieces with other materials or metals.

This is even true for costume jewelry that you spent a great deal of money on. The amount you spend has no bearing on the effect that multiple plastic pieces has.

PRINTS: Consider the size of your prints. Generally speaking, petite women should wear smaller prints (smaller than your fist) and taller women can get away with wearing larger prints.

Overly large prints on a small frame can make you look smaller and small prints on a larger frame can look insignificant.

If you have a fuller figure, overly large prints can make you appear larger than you are, so make sure the print is smaller than the size of your hand.

COLOUR: Dark colours are generally more slimming than lighter colours and light colours can make an area look larger.

Dark colours tend to attract less attention, so wear them where you want to draw less focus or make an area look smaller.

Wear light colours wherever you want to draw attention or where you'd like to highlight a specific body part.

SHOPPING: Never ever buy anything unless you absolutely love it.

I don't care how massive the sale, how obligated you feel or how desperate you are, if you don't love it or if it doesn't make you look divine, don't buy it.

You might wear it once or twice, but it will probably sit, for the most part, unworn, taking up valuable space in your closet.

Even if you do find yourself wearing it, you'll probably never feel your best in it. So what's the point?

HANDBAGS: Bags need to breathe. When storing handbags, wrap them in cloth bags or pillowcases to keep the dust off.

If you need to put them in a bin, avoid plastic ones and opt for a wicker basket to allow the air to flow.

If you have the space, stuff them with tissue paper to keep their shape and if you plan on storing them for long periods of time, use the tissue paper to wrap the hardware to protect it and your bag.

ACCESSORIES: Try repurposing your accessories to get more use out of existing pieces.

Don't be afraid to use a scarf or long necklace as a belt or wrap a necklace around your wrist a few times as a bracelet.

Get creative, think outside the box and you'll get more wear out of the pieces you have.

Accessories can also be used as decorative objects around your bedroom. Not only does laying them out or hanging them where they're visible provide great focal areas, it gives you another option for storage.

SWEATERS: Some sweaters lose their shape when hung, so opt for folding them instead.

When storing heavier sweaters during the hot summer months, fold them into breathable, sealed cotton bags to protect them from dust and dirt.

Take extra care when folding them for storage and make sure they're creased neatly so that you don't have any unnecessary wrinkling.

LEGGINGS: When buying tights or leggings, pull the fabric in all directions to see how they stretch vertically, horizontally and diagonally.

This will give you an idea of how they'll look when they're stretched out over various parts of your body.

The more easily they stretch in all directions, the better they'll look and the more comfortable they'll be.

STYLE: We're all a little set in our ways and comfortable with what we wear and how we wear it, but it's good to be open to trying different styles, cuts and colours.

If you're not sure where to start or what to try, scour fashion blogs online or head to places like Instagram or Pinterest for inspiration. Follow other fashion lovers with similar body types so that you have an idea of how different cuts and styles might look on you.

Trying something new every once in a while will keep your look fresh and evolving. Just remember to continue to flatter your body shape and skin tone while doing it.

SKIRTS: When wearing a pencil skirt or fitted skirt with tall boots, the hem of the skirt should sit at least 2" to 3" above the top of the boot.

If the skirt is a fuller style (and the skirt is not a mini), the hem should at the very least cover the top of the boot.

The reason for this is to create visual balance. Sometimes getting a look right is simply about getting the proportions right.

SHOPPING: If you're ever looking for something unique or you're just tired of the run-of-the-mill fare at the mall, why not try vintage shops, thrift stores or flea markets.

Whether you search locally or online, these shops are a treasure trove of rare pieces and one-of-a-kind items.

Before you purchase, check the whole garment for signs of wear and double check stitching and seams.

Keep an open mind and use your imagination to see how you could possibly alter or repurpose an item to make it your own.

BEAUTY: If you're new to waxing, it's recommended that you wax every three to four weeks.

If you wax sooner than that, the hair might not be long enough to get a clean pull. Waiting any longer means that the hair might be too long and may need to be trimmed shorter.

Another thing to remember is that exfoliating before and after waxing, as well as during the weeks in between, helps prevent bumps and ingrown hairs.

FIRST MEETING: If you're meeting someone for the first time (in an interview, on a date, a new client, etc.), wear something that you will leave you feeling extremely comfortable.

Initial meetings are not the time to experiment with your outfit. You might be a little nervous or unsure and the last thing you need is to be worried about what you're wearing or fidgeting with your clothing or accessories.

Remember to also wear something that you love and you feel great in. Wearing something that you know is flattering will give you an extra boost of confidence.

ACCESSORIES: There used to be a time when it was recommended that you match your shoes to your handbag and that all your accessories should match. Those days are gone.

Now it seems that practically anything goes, as long as there's a method to the madness.

Your bag, shoes and accessories should all have a reason for being there (other than their functionality) and should contribute something to the outfit. If they don't, what's the point?

SHOPPING: Before you buy a garment, take a look at the care instructions to make sure that it's a piece you could properly care for.

If you don't have the time or patience to hand wash a piece that will need hand washing, don't buy it.

Similarly, if you don't want to have to take your clothes to the cleaners, don't buy clothes that are Dry Clean Only.

STORAGE: Vertical hanging canvas shoe organizers aren't just for shoes. They're great for storing a variety of smaller items too.

Socks, tanks or narrow folded T-shirts fit in nicely. Even clothes that can be rolled up (such as skinny jeans or leggings) could fit.

Scarves, clutches and smaller handbags (depending on their size) can also be easily tucked away to make use of the vertical space.

CLASSICS: Classics are pieces that can be worn year after year and still remain in fashion – such as simple button down shirts, pencil skirts, blazers, trench coats and riding boots (to name a few).

When purchasing a Classic that you hope to have for years, invest in good quality fabric and manufacturing so that it can endure multiple washes and wear.

An easy way to update a Classic piece or make it seem more current is to pair it with trendier pieces.

TUXEDO: Got a formal event coming up? How about wearing a women's tuxedo instead of a gown?

Pair it with some sexy heels and glitzy top (or for you risk takers, depending on the jacket fit, buttoned up with no top at all) for a glamorous alternative.

The key to having it look fabulous is fit. Too loose and it loses its sexiness and too tight and it looks raunchy.

If you purchase one that isn't a perfect fit, have it tailored so that it looks like it was custom made for you.

OFFICE: How do you know whether or not you're dressed appropriately for the office? First and foremost, know your office policy and follow it.

If your office has none, it never hurts to ask someone in Human Resources or your boss.

Still no clear guidelines? Take direction from other successful women in the office to see what they wear and use their outfits as inspiration.

UNDERGARMENTS: Down with VPL's (visible panty lines)! I'm trying to think of any situation in which I want to see another woman's panty lines and nope – can't think of any.

Always wear well fitting undergarments – especially if you're wearing formfitting clothing. Lumps and bumps that are visible through your clothes can indicate a poor fit. They can also detract from your outfit and overall look.

Specialty lingerie shops typically have well trained staff available to assist you in finding the right fit and style to suit your needs.

PASSION: Passionate women are sexy women. And I don't just mean in the bedroom. I'm talking about passion for what they do, what they believe in or even life in general.

Passionate women exude an energy that's both attractive and infectious. All you have to do is spend a little time around a woman that has a passion for something to know what I'm referring to.

Are you a passionate woman? If not, it might be worth looking into why, or better yet, why not.

FABRICS: If you're prone to sweating, especially when you're nervous, avoid man-made fabrics or those that keep your body from breathing (such as polyester) as well as tight fitting clothing.

Stick to natural fabrics (like cotton) and wear loose fitting clothes.

The more air between your skin and your clothing, the more your body will be able to breathe and (hopefully) the less you'll sweat, or the less noticeable your sweating will be.

HANDBAGS: If you tend to carry work files or your kids' things in your handbag, consider using two separate bags.

Use a smaller handbag for your own items and a larger tote, cross body or briefcase for things that you don't need on a daily basis or are constantly changing.

That way you won't find these pieces taking up permanent residency in your handbag and creating clutter.

HEELS: When buying high heels – if you can't walk in them, don't buy them. Opt for a lower heel instead.

If you're going to stumble, hobble around in them or be unable to take proper adult-size steps, high heels just aren't going to be a good look on you.

The same goes for wedges too. While wedges are slightly easier to walk in, super high ones (even with a platform) could have the same effect as heels.

SHOPPING: Don't ever get talked into buying something that you aren't sure of or don't think you'll ever wear.

I find that many sales people are sincere and honest but have experienced those that will say anything to get the sale.

If you're not 100% convinced, chances are it'll sit in your closet, unworn.

The same goes for well meaning friends. They might think you look fab and have your best interest at heart, but you're the one that will actually have to put the item on and leave the house in it.

SHAPEWEAR: Don't be afraid of wearing a good ol' fashion girdle (now commonly known as shapewear) if the need arises.

There are numerous companies that make really great shapewear for various body issues, in a variety of price points.

If you're wearing something form fitting and you've got a few too many lumps and bumps, shapewear will help smooth out all the bulges and make for a more seamless look. And, in case you're wondering, seamless is a good thing.

CARDIGANS: Cardigans are the best! Short, long, loose, fitted, neutral, coloured, patterned and plain, these versatile pieces are a must-have in any wardrobe. Always have a variety of styles and colours on hand.

Worn buttoned, unbuttoned or partially buttoned, on their own or as a topper, belted or without, these flexible and functional staples add another element and dimension to any outfit.

Always consider what the length of the cardigan does to your outfit and overall look. You might have the perfect outfit on but the addition of the cardigan could throw it off.

BEAUTY: If you want to play up your eyes and make them pop, choose the right shade of eye shadow for your eye colour.

Rose golds, earthy neutrals and dark greys typically suit blue eyes. Pinks, purples and golds are great for green eyes. Greens, purples and blues tend to suit hazel eyes and jeweled tones, bronzes and smoky greys are best for brown eyes.

Play around with various eye shadow colours to see which ones make your eyes shine and sparkle.

COLOUR: For a longer, leaner look, wear one colour from head to toe.

Dressing in one colour or shades of one colour (monochromatic dressing) can make you appear longer and leaner. This is because it draws the eye up vertically versus segmenting or breaking the body into pieces (visually) by wearing different colours.

As always, just make sure that the colour you choose to wear is one that suits your skin tone and is the right shade for you.

FOOTWEAR: Make sure your shoes and boots are in good condition and always clean and polished.

Dirty, scuffed and worn shoes can ruin any look. Why go to all the trouble of looking fabulous and having your appearance ruined by nasty shoes?

One way to ensure that your shoes are always ready to go is to never put them away dirty or scuffed.

Before you replace your shoes into their resting spot, scan them to see if they need a cleaning, polish, buff or repair.

If they do and you're either too tired to do it or don't have the time, leave them out as a reminder to get to them at another time.

SHOPPING: Don't leave important purchases to the last minute.

If you're shopping for an item or outfit for a specific event, don't leave it to the last minute. The reality is that you might not be able to find what you need within the given time frame and may have to end up buying something that isn't quite right.

Give yourself plenty of time and at least 2 to 3 opportunities to shop around.

DENIM JACKETS: Denim jackets are another classic, closet must-have.

Blue, white, black or whatever colour you desire, these jackets are timeless and versatile. They can be worn with pretty much anything and add a casual, easy feel to any outfit.

When buying a denim jacket, pay attention to cut, style and fit – they can make the difference between having your look appear classic or trendy. And as always, a proper fit always looks better.

CARE: Got a stubborn stain on your favourite piece of clothing? Before you try to scour and scrub it out, research the stain on the internet or call your local dry cleaner.

You might actually do more damage to the garment by treating the stain incorrectly than if you had left it to a professional.

If you're not sure what to do with it, always err on the side of caution and take the item to the cleaners. Having it properly cleaned might make the difference between saving it and never being able to wear it again.

STYLE: Never try to force an outfit. If you're putting a look together and it just isn't working out, sometimes it's best to let it go and start all over.

You never want an outfit to look off or like you tried too hard. You're better off going back to your closet and starting with a new piece or pieces.

If you find that this happens regularly, it's time to take a good look at what you have in your wardrobe.

Assess what might be keeping you from putting outfits together easily. Are the items the wrong style, cut or colour for you or your shape? Do you lack coordinating or companion pieces? Is there a problem with fit?

Knowing what the problem is will help you determine the solution.

WEATHER: Don't let Mother Nature keep you from looking divine. I know it's tough to dress or look your best in freezing temperatures, pouring rain or snow, but it's still no excuse not to look super stylin'.

When it comes to rain and winter coats, boots, hats, scarves or gloves, there are so many great cuts, styles, colours and patterns to choose from. If you have to buy something to clothe or protect yourself from the elements, why not choose something that's both functional and stylish instead of just functional alone?

Example: Puffy jackets are great at keeping you warm in the winter months. Instead of buying a straight, shapeless one, opt for a fitted style or one with a belt. Just make sure to buy one with enough room for when you wear extra layers underneath.

HANDBAGS: Taking good care of your handbag is a must. Not only does a stained or worn handbag detract from an outfit, a properly maintained bag will help it last longer.

Leather bags should be conditioned once or twice per year to keep them from drying out. Spot washing stains on a fabric or canvas bag might leave water marks, so try erasing them with a dry gum eraser instead.

If you've invested in a good quality handbag and it requires repairs or cleaning, avoid the dry cleaner or shoe repair shop (too risky). Protect your investment and send it to a reputable handbag expert.

BOOTIES: Ankle booties are great to wear under straight leg or wide leg pants – especially in the colder months.

Make sure that the tops of the boots sit close to your ankles/legs so that they don't pull at or interfere with the movement of the pants.

If you find that the booties are getting caught on the legs of your pants, forgo the booties and opt for shoes with fuller coverage instead.

SHOPPING: If you find an article of clothing that you love, that fits perfectly and is not trendy, buy multiples (possibly in other colours).

We all know how hard it is to find the perfect piece and we also know how sad it is if gets torn, stained, lost or simply wears out.

If you do purchase multiples and they're all the same colour, you can either cycle through all of them (so that each piece gets less wear) or keep washing and wearing only one (and store the others away until they're needed).

FABRICS: Like the look of silk but don't like the price or the ongoing dry cleaning costs? Try looking for polyester, rayon or nylon blends. They can easily mimic the appearance of silk at a fraction of the cost.

A word of caution – some manmade fabrics and blends can result in quite a bit of static. You might find them clinging to you in all the wrong places and at the most inappropriate times.

Be weary of this when making your decision to purchase.

BUTTON DOWNS: I've yet to meet someone who doesn't look great in a crisp, white, button down shirt. No matter what your style, there's always a way to adapt a classic white shirt to suit your particular look.

When purchasing a white button down shirt (or any colour for that matter), make sure to look for fabric that doesn't wrinkle easily – wrinkles detract from the overall look.

Also make sure that the shirt fits across the shoulders (not too tight and no seams hanging off the shoulder), across the chest (no gaping or pulling) and through the arms (not too tight and not too loose).

Consider how you'll wear the shirt and make sure that the length of the shirt will suit your requirements.

TAILORING: Wash and dry clothes before you have them tailored (if they're washable and dryable). That way if there's any shrinkage, it'll occur before you have them perfectly fitted.

Not only that, the fabric might sit differently once a garment is cleaned and dried, which may have an effect on the look of the stitching.

Lastly, make sure to iron or steam any clothes before you take them to the tailor so that the fabric sits properly when being pinned.

SWEATERS: If you fold and stack sweaters, pile them according to weight – heaviest on bottom to lightest on top. This way the lighter sweaters don't get "squished" by the heavier ones and you'll have fewer creases and fold lines.

If you hang your sweaters, try to use thicker hangers so that the shoulders of the sweater don't stretch out or get lumps where the end of the hanger sits.

If you have narrow shoulders, try using children's hangers to hang your sweaters. Just make sure that the end of the hanger sits right at the sweater's shoulder seam.

PRINTS: Mixing prints can be a daunting if not frightening task for some women (myself included).

If you've ever wanted to mix prints but have been afraid to do it, here are some tips:

- look for a common element (such as style, colour or detail)
- choose patterns that contrast but complement each other (i.e. florals with stripes, stripes with dots)
- choose patterns of a different size (large print with small print)
- add some solid colours to pull it all together

BODY PARTS: If you ever feature a certain part of your body with your outfit, make sure that it's looking its best.

Showing off your legs in some killer heels and cute shorts? Make sure those legs are silky smooth and stubblefree.

Baring your back in a backless top? Make sure that your skin is free of any blemishes.

You wouldn't want your "feature" to be a distraction – and not in a good way.

ACCESSORIES: Necklaces and bracelets aren't the only jewelry you can stack.

Try stacking your rings to make them stand out. Match the metals for a cohesive look or get creative and mix them up to make more of a statement.

Just a reminder – accessories not only complete an outfit, they can be an expression of personal taste. Choose your accessories as you would your artwork – opt for pieces that speak to you, that you love or that reflect who you are.

HANDBAGS: Here's something that some women don't consider when buying cross-body bags – what it does to your bust line.

Depending on how things "stack up" for you in the chest department or what you're actually wearing, a cross-body bag might not be the most flattering option. It separates and cuts into the middle of, or across the chest – which isn't always a good thing.

Once again this is a situation wear a quick glance in the mirror might not be a bad idea.

SHOPPING: Before you buy something, ask yourself the following questions:

- Do I have something similar?
- If so, how is this different?
- · Can I afford it?
- Do I need it?
- How many times will I wear it?

If it's different than anything you own and if you can afford it, need it and know that you'll wear it more than once or twice, then go for it. (Assuming of course that it fits properly.)

LINGERIE: Love nice lingerie but don't like the price tag? Other than waiting for sales, check out local off-price stores and outlets. You'd be surprised how much you could save for the exact same product or something similar.

Off-price and outlet stores often carry overstock and pieces from previous seasons at a significant discount.

When it comes to lingerie, who really cares if your bra and panties or that sexy negligee are the latest pattern or colour.

What matters is how they fit, how great they look on and how amazing you feel in them.

BOOTS: If your tall boots have a tendency to fall over when stored vertically in the closet and you don't have any boot inserts or holders to keep them upright, try stuffing some old T-shirts or towels into the shafts.

Not only will this keep your boots standing, it'll help them retain their shape and keep the boots from forming unnecessary creases.

ACCESSORIES: If you're not sure how to wear jewelry, choose one statement piece each time you get dressed and make that your focus. Keep all other accessories to a minimum.

Not sure which piece goes with which outfit? If the accessory is coloured, wear it with an item in your closet that has the same or contrasting colours. If it's a metal, try wearing silver accessories with cooler colours and gold or bronze accessories with warmer coloured clothing.

If you're still not sure what to wear or how to wear it, flip through magazines or browse the internet for ideas – just avoid the "what *not* to do's" or the "worst dressed" lists.

WEATHER: I shouldn't even have to mention this, but you'd be surprised how often I see it – make sure you dress for the current weather conditions.

Not only will you be more comfortable, you'll be less likely to attract unwanted attention. Unless, of course, unwanted attention is what you're aiming for.

Need an example? Open toed shoes or strappy sandals with bare legs in the middle of a cold, snowy winter. That typically screams fashion victim more than fashion maven.

BEAUTY: Foundation should be seamless, flawless and unnoticeable – not an indicator of where your face ends and where your neck begins.

When purchasing foundation, make sure it matches your skin tone and blends right in.

Purchasing the right shade of foundation on your own can be tricky because it might be difficult to see how well it matches through a mirror. Bring someone along for a second opinion or head to a beauty counter for some professional assistance.

PATTERNS: Consider the colours of your patterns, their affect on your overall appearance and the statement you want to make.

Tone on tone patterns are less obvious while multicoloured patterns are typically more attention grabbing and will make you stand out.

Decide on which you're more comfortable with before you head out the door.

HANDBAGS: Remember that your handbag is an accessory.

While it's a functional piece, it's still a part of your outfit and you shouldn't have to sacrifice style for practicality (or vice versa).

With so many styles of bags, briefcases, totes and backpacks available, at a variety of different price points, there's no reason why you can't function as you need to and look fabulous while doing it.

SIZING: When shopping, don't get hung up on size. Sizing is not universal – different brands will size their clothing differently.

Who cares if you're a ten in one store and a 12 in another? What matters most is proper fit. Sizing these days is so random. I mean, really – what the heck's a double zero?

If you're shopping in a store whose sizing you're not familiar with, take multiple sizes into the fitting room with you. That way you're not wasting time waiting for the sales staff to bring you other options.

SHOPPING: Stock up on basics, neutrals or classics during promotional and/or end of season sales.

Many stores actually start discounting their items a few weeks into a season, so scour the sales racks for items that you purchase regularly, could wear year round or even next year.

Accessories are great to buy during sales. Even trendier pieces can be worn into other seasons and for many years.

Why pay full price if you don't have to?

FASHION TAPE: Fashion tape (or double sided tape) is a must for every closet. It's ideal for last minute hem problems and can secure clothing in place, thus saving you from embarrassing wardrobe malfunctions.

Make sure to purchase actual fashion tape versus heavy duty hardware store double sided tape as it will be gentler on your clothing and easier to remove.

Remember that you can always cut down fashion tape to suit your needs – whether it be thin spaghetti straps that keep falling off your shoulders or a wrap dress that keeps slipping open.

STYLE: Some styles aren't for everyone. Knowing when something isn't for you isn't a cop out – it's smart.

You don't need to adopt every single trend, nor do you have to wear a certain look just because it's current. Stick to styles that suit your personality, that you love and that look best on your body.

That said, don't be afraid to try new things. Just know that it's ok to let go of something if it doesn't feel quite right.

WORK: If your job requires you to regularly stand and speak in front of groups of people or requires you to move around throughout the day, purchase clothing that is flattering when you stand or allows for easy movement.

Avoid pieces that bunch or pull when you move or those that you'll have to adjust or tug at when you go from sitting to standing.

The same could be said if you sit all day. Purchase clothing that doesn't bind or pull when you're sitting.

CLASSICS: A fisherman sweater (or Aran sweater or jumper) is a timeless, classic piece that can be easily updated over the years by its accompanying pieces.

Whether you choose to buy it fitted, oversized or somewhere in between, if you plan on having it last more than one season, make sure to invest in quality yarns and manufacturing.

Properly caring for it will also help it stand the test of time.

TIGHTS/LEGGINGS: When buying tights or leggings, pull the fabric in all directions to see how they stretch vertically and horizontally and to get an idea of how they will look when stretched out.

The more easily they stretch in both directions, the better they'll look when worn and the more comfortable they'll be.

Another thing to consider is how the fabric comes back together after it's been stretched. Does it seem like it's been pulled or does it go back to the way it was before? Does it keep or lose its shape?

COMMON SENSE: This tip's just plain old common sense, but you'd be amazed how often it's overlooked – dress for the occasion.

Going out for dinner and actually plan on eating? Don't wear skin-tight clothes that will bind and show everyone how much you indulged.

Going to a party on the beach? Leave the heels at home and throw on some flats or wedges.

Always consider what you'll be doing, prepare for the conditions and dress accordingly.

HANDBAGS: When shopping for a new handbag, consider the weight of it before you buy.

Some bags are made of heavy materials, thick leather and substantial hardware that add to the weight of the bag.

Before making your decision, try the bag on and envision adding a few pounds to it or put some items in it to see how it will feel during regular use.

Start off with a nice light bag and your neck, shoulders, back and arms will thank you.

LBD: Every closet needs an LBD - Little Black Dress (or if black isn't your thing, then another dark colour). Having one on hand can come in extremely handy for a variety of events and occasions.

Not sure what style to buy? A simple, fitted (skimming the body – not clinging) sheath dress flatters most body shapes. The great thing about keeping your LBD simple is that you can easily dress it up or down, depending on the occasion.

Need to dress it up? Add some sparkle in your accessories and put on some fabulous heels. Need to dress it down? Throw on a denim or leather jacket and pair it with some booties. Need it for a conservative work event? Pair it with a classic blazer and a sensible heel.

A good quality, well fitting LBD, when chosen correctly, should last you for years.

FOOTWEAR: Nude pumps elongate the leg – giving the appearance that your leg is longer than it actually is.

Choose a nude shoe (ideally a heel) whenever you want a seamless look or if you need every inch you can get.

Not sure which shade or style to choose? Opt for one that is as close a match to your skin tone as possible, in a classic style that will get you the most wear throughout the seasons.

PATTERNS: If you're considering purchasing an item of clothing that is printed with a pattern, examine the piece to see how the pattern lines up at the seams.

Ideally it should match, but if it doesn't, consider how much is visible and whether or not it is worth the purchase.

If the pattern doesn't match up, see if there is more stock available in your size, to see if the pattern match is any better.

SHOPPING: If you shop at a particular store regularly, where the staff works on commission, find a great salesperson, seek them out every single time you go and don't buy from anyone else.

Being loyal to them might mean that you get the heads up on new product or sales or they might even put items aside for you that they wouldn't for someone else.

You might also find that they're more honest with you – they know that if they give you great advice, there's a good chance that you'll keep coming back.

STEAMERS: Steamers are great for getting wrinkles out of thin, loose flowing fabrics or thicker ones where you don't want the look of pressing.

Avoid using steamers on well-tailored jackets or articles of clothing that have been carefully molded and ironed into shape. The steam might cause the garment to lose its form.

Also remember to steam from the inside of the garment for thinner fabrics, just in case, so as not to risk the possibility of marring the fabric.

BEAUTY: If you find yourself getting little white, pimple-like bumps around your eyes, take note of what products you're using in that area. They could be causing the problem.

Rich, oil based products can block the tiny pores in the delicate skin around your eyes.

Opt for oil free lotions, creams, eye makeup and eye makeup removers instead.

DRESS CODE: If you're invited to a party or event but are unsure of the dress code, ask the host or the person that invited you. Knowing the dress code is the first step to being properly attired.

If you're unable to get a response or there is no dress code, and it's a known or annual event, search the internet to see if you can find photos from previous years. That'll give you a good idea of what you can and can't get away with.

If it's not a public event, ask others who are also attending what they'll be wearing. If that doesn't work, err on the side of caution and dress conservatively.

JEANS: If you're in the market for a new pair of jeans and aren't sure where to start, head over to a specialty denim bar or store that sells a variety of different brands and styles.

Doing so will not only save you time (multiple options in one location), it'll keep you from becoming overwhelmed with the selection.

Specialty shops typically have extremely knowledgeable sales staff who'll be able to guide and assist you throughout the process.

SHOPPING: When shopping for a specific item, make sure to have the appropriate undergarments either on or with you.

Buying a strapless dress? Wear or bring a strapless bra. Skin-tight skinnies? Wear suitable panties.

Having the right undergarments on when trying on clothing will give you a truer indication of how the item looks with all the right pieces in place.

LEATHER JACKET: A leather jacket (real or faux), in a classic style, is a great staple to have.

Motorcycle inspired jackets have been all the rage for years and can add a little spice to a seemingly simple outfit or a little edge to a feminine look.

While a black leather jacket is probably the most versatile, there's nothing wrong with choosing another colour that suits you and your wardrobe best.

TRENDS: Each season brings a variety of new trends to incorporate into your existing wardrobe.

I know how exciting it can be to try new looks, but don't make the mistake of wearing too many at once.

Pick one trend at a time to feature in your outfit and make a clear statement about what you're doing.

WORK: Business casual means different things to different companies and depends not only on your office culture, but your career profile, your position and your daily tasks.

Meeting a new client or the president on casual Friday? Step it up a bit and err on the side of caution and professionalism.

If you're not sure what your tasks will be on days that you're allowed to be more casual, it doesn't hurt to have another more professional set of clothes on hand should the need arise.

OUTFITS: One way to create an outfit is to start with the basics – for example jeans and a white button down shirt.

Then start layering on the pieces – vest, cardigan, blazer or jacket on top (if required), belt, shoes and accessories.

Make sure to add some colour or some bolder pieces for interest.

This method is great if you don't have a particular item to feature or if functionality is your main priority.

OUTFITS: Another way to create an outfit is to start with the "star" of the outfit first.

The star is the standout, feature piece – a knockout pair of shoes, a fabulous top or statement necklace.

Then start choosing items that complement the star in both colour and style.

Just remember that everything else should come secondary to the star and nothing else you wear should outshine it or compete with it.

TRAVEL: Before packing for a trip, check your destination's forecast as close to your travel date as possible.

While it may not be 100% accurate, it'll give you a general idea of the weather you'll be encountering, thus knowing what to pack.

Remember to pack at least one or two extra outfits that could be worn should the weather be the absolute opposite of what was predicted. Just in case.

ONLINE SHOPPING: When placing an order with a website that you've never ordered from, contact customer service to see if there are any first time buyer discounts or special offers. These aren't always posted on the site.

If you find a website that you like, sign up for their mailing list to receive discounts, special offers or advance notice of sales.

Remember to always read all sale, shipping and return policies before you make any purchase.

LAYERING: If high temperatures make it too hot to layer but you'd still like to add interest to your outfit, try wearing unexpected pieces together.

For example, mix feminine or girlie pieces with masculine or edgier ones (like a flowing, frilly top with leather shorts), mix different patterns (like polka dots with stripes or plaids) or try mixing dressier pieces with more relaxed, casual ones (like a t-shirt with a sequined skirt).

The more unexpected your pairing is, the more interesting your outfit will be.

BUDGET: Love fashion and variety but can't afford to, or prefer not to, constantly buy new pieces? How about hitting local consignment or thrift stores?

Once you have a good handle on your personal style, know which cuts, styles and colours are best for you and know how to put an outfit together, it really doesn't matter where you shop.

Why not save some money where you can?

BEAUTY: Lip liner is a great and versatile tool. It can be used to give your lips the perfect shape or correct visible imperfections. It can be worn on its own, with a little gloss over it or under lipstick.

If you plan on wearing a bold lipstick that tends to bleed, make sure to line your lips with a similarly coloured lip liner to keep the colour contained to your lips (not the skin around them).

FABRICS: If you want to make a good impression, invest in pieces made of good quality fabrics.

Poor quality fabrics can make an outfit look cheap or less flattering and typically don't last as long as higher quality fabrics. High quality fabrics have a tendency to look more polished and wear better.

Please keep in mind that while this is more often the case, it's not always 100% true. Once you've shopped at a certain store, you typically get a feel for their quality and know what kind of wear you'll get out of their pieces.

BODY ART: Visible tattoos, piercings and ear stretching are always going to be an accessory to anything you wear.

Consider how they affect your outfit, your look or your appearance.

On the flip side, you might want to consider how you might highlight them to make them a feature.

If you are going to feature them, keep the rest of your look subtle and minimal.

SHOPPING: If you find an item that you just have to have and it's slightly damaged (and it's the only one in stock), don't discard it without considering if it could be repaired or salvaged in some way.

Calculate the costs and ask the store for a discount. Just make sure that the discount is worth your while.

If you do decide to purchase the item, find out if you'll be able to return or exchange it, just in case. Quite often stores will classify a damaged item as final sale (no returns).

This way you're aware of all your options before you make your decision.

CASHMERE: Cashmere sweaters are classic pieces that if purchased and cared for properly, should last years.

If you plan on investing in a cashmere sweater, choose one in a solid, neutral shade such as grey, tan, black or navy.

If you're unsure which cut or style is best for your shape, opt for a simple (free of embellishments) V-neck sweater that is fitted (not tight) and that lands at just above the hip – all flattering options for most body types.

HAIR: Dry shampoos are great for when you don't have the time or desire to wash your hair (and it's a tad greasy at the roots). They're also great for giving your roots instant volume.

When choosing a dry shampoo, try to find one in a shade similar to your hair colour. The white powders tend to show up a little more – especially on darker hair.

JEANS: If you want to get away with wearing jeans for a dressier occasion, opt for a dark wash and/or those with a shinier coating.

Save the lighter washes and distressed or faded styles for more casual events or situations.

If you don't have a darker wash and still want to wear the jeans you do have, try wearing them with a shiny, sequined or sparkly top with embellishments to dress them up.

Don't have a top like this? Try pairing the jeans with a blazer or dressy jacket, or throw on some fabulous, sparkly accessories instead.

SHOPPING: When trying on clothes in a store, sit down, lift and bend your arms and knees and walk around.

Quite often an item or an outfit will look great while you're standing in one place, but once you move around, it bunches, gathers or pulls in areas that aren't the most flattering.

Put the garment to the test before you commit to buying it.

STYLE: The internet is a great free resource for style information, inspiration, how to's, what to do's and what not to do's.

Use it when you're stuck in a rut, need some help or want to try something new.

Just remember to take everything you read or see with a grain of salt. If the information doesn't feel right to you, then don't take it.

Use your instinct and go with your gut.

WORK: When dressing for a job interview or meeting a new client, do your research – know the company, know who you're meeting or know as much about the job as possible.

This will help you to decide what to wear, how to look and how to present yourself.

If you have little to no information and have no way of obtaining it, always err on the side of caution. In other words, lean towards professional and conservative.

ACCESSORIES: Accessorize the area or part of your body that you want to feature or accentuate.

The bolder the piece, the more attention you'll draw to it and the surrounding area.

On the flip side, if there's a part of your body that you'd like to detract from, hide or camouflage, don't place any accessories there to avoid drawing attention to it.

COATS: If your budget allows for only one good coat for each of the Spring/Summer or Fall/Winter seasons, purchase a classic cut in a basic, solid colour that will go with the majority of colours in your wardrobe.

Black, navy, gray and camel are typical go-to colours – just make sure that whichever colour you choose, it suits your skin tone.

If your budget only allows for a new coat once every other year or every few years, purchasing a classic style in a neutral colour is even more important. Purchase the best quality coat you can afford so that it wears well and looks newer for longer.

TRAVEL: Choosing one base colour (i.e. brown or black) for a trip will cut down on the amount you'll need to pack and will provide you with more opportunities to mix and match.

For example, if you choose black as your base colour, you'll pack black shoes, black handbag(s), black belt(s) and/or any colours that go well with black, such as white or red.

If you choose brown as your base colour, you could complement it with colours such as cream or off-white, navy blue or pink.

SHAPEWEAR: If you love to wear shapewear (or have wanted to try it) but don't like the way some pieces roll down at the waist or shift out of place, there are ways to make them stay put.

Some companies and manufacturers sell hooks that attach the shapewear to your bra to keep it from moving, rolling or sliding.

Another option is to use fashion tape or gentle adhesive to keep shapewear where it needs to be.

SHOPPING: When shopping and trying on clothes, make sure to check all angles in the mirror to see how flattering they are from the front, back and sides.

If the store doesn't have angled mirrors and you can't see what you look like from behind, ask the sales person to describe the fit to you or have them take a picture with your smartphone (if you have one) or theirs (if they do).

Remember that you don't only want to look good from the front, you want to look good from behind too.

FIRST DATE: If you're on a first date, the last thing you want your date to know is that you agonized for hours over creating the perfect easy, effortless but extremely sexy look.

The best way to do this is to wear something that you love and makes you feel confident, something you're comfortable in, that you won't be fussing with and of course, wear shoes that you can easily walk in.

Also, remember to wear layers so that you're ready for any change in temperature (external or internal).

PANTS: What do you do if you live in a warmer climate or the temperature rises to high heat and you can't or prefer not to show your legs? Opt for wearing loose fitting or wide leg pants in lighter fabrics.

Lightweight silk is a great option because it allows your body to breathe. Polyester is less desirable because it does the opposite.

Thin cottons are also a great option in warmer temperatures, as are cotton blends.

Keep in mind that thinner fabrics are more prone to wrinkle than thicker fabrics, but keeping cool is probably worth a few creases.

BEAUTY: Tinted moisturizer is a great option for those who want a little coverage but don't like the idea of a heavier foundation on their skin.

It'll provide just enough pigment to hide minor imperfections or discolourations and will be lightweight enough for high heat days.

Some tinted moisturizers come with SPF, so choose according to your needs.

EYEGLASSES: When choosing the best eyeglass frames for your face shape, look for contrast.

For example, if you have an angular face, opt for rounder styles. If you have a rounder face, opt for angular styles. If your face is overly long, choose a style that creates width, and if your face is short and wide, opt for a style that creates height.

Taking selfies as you try on different frames will help you to see which style is right for you.

If you still can't determine the best shape for your face, go to a reputable store that has knowledgeable and experienced sales staff that can help you with your decision.

PANTS: Ever buy a pair of pants that fit your lower half but are too big at the waist, leaving a gap at the back? It's actually quite common among women and typically requires a trip to the tailor for an alteration.

What if you don't have the time or don't want to invest the extra money?

Hollywood Fashion Secrets has created the "Hip Hugger", which is an elastic and metal band that clips onto your belt loops to cinch your waistband together.

While not an ideal or permanent solution, it'll definitely work in a pinch.

BAGS: When purchasing a work bag, try choosing a neutral colour that will go with anything – such as tan, brown or black.

Multiple carrying options are also an added bonus, so consider buying a convertible bag with both handles and a longer strap.

You might also want to measure whatever you'll be carrying regularly (such as your laptop, binders or files) to guarantee that they'll fit.

SHOPPING: Always take 3 sizes of any article you're trying on into the fitting room.

Sometimes an item can take on a whole different look if it's a little bit bigger or smaller and you might think of another way to wear it than you originally intended.

Be watchful of how the fit of the garment changes as you size up or down and make sure that it's still flattering in all the right places.

FOOTWEAR: In a more conservative setting, when wearing skirts, pair flats with shorter hemlines (around mid thigh) and heels with longer ones (ones that land around the knee or below).

Not only does this help balance your look, sometimes sky-high shoes with a mini, if not worn correctly, or in the wrong setting, can be a little inappropriate. (Or make you look a little hoochie.)

TIGHTS: Coloured or patterned tights are a great way to add a bit of pizazz to an outfit.

Just remember that they're a statement in themselves and the rest of your outfit should complement, not compete with them.

Consider what the colour or pattern does to the look of your legs. Lighter colours can make an area look bigger and darker colours can make an area look smaller, and different sized patterns can also make your legs look larger or smaller than they actually are.

Choose wisely and accordingly.

COATS: Have a tailored car coat or wool coat that could use a little something? Try cinching it in at the waist or gathering it at the hip with a belt.

Belts that sit at the waist can vary in size but those around the hip should be wider or more substantial to make a statement and look significant.

Where you choose to belt should be determined by both the style of the coat and the shape of your body.

If the coat is narrower, has gathering or detailing at the waist, then the waist area is the obvious place to belt.

If the coat glides straight down your body with no obvious flaring or detailing, then decide where the belt looks best based on your body shape.

WORK: If you work in a quiet environment, keep your accessory noise to a minimum.

Your jewelry shouldn't rattle or clank when you move, nor should it announce you as you enter a room or walk by.

Opt for wearing one bold or statement piece versus layering, such as a chunky necklace or bracelet cuff.

Don't forget your earrings. Sometimes dangly earrings with multiple pieces can make noises as you walk.

SHOPPING: When it comes to shopping, know your limit.

When I shop with clients, I find that most people start to fade after 3 to 3.5 hours – especially if they've been shopping without a break.

Any longer than that and you might find yourself making poor choices or buying something merely because you want to leave.

If you must persevere, take a break, sit down and have something to eat and/or drink.

Resting for a few moments and refueling or recharging will help you continue shopping with a clear and focused mind.

TRAVEL: When traveling and considering what to pack, think in layers.

How will your outfit work for you throughout the day? Will the weather be cooler in the early morning or evening? Would you like to switch out a piece or two when going out for dinner or wear something entirely different?

Layering an outfit or making only minor changes to it throughout the day will keep you from having to pack too many items.

SWIMWEAR: Not a fan of bikinis but still want to look sexy by the pool? Opt for a one-piece with carefully placed cutouts, a plunging neckline or a low back.

Even a wrap or sarong worn a certain way can conceal certain areas of your body while exposing others.

Sometimes being a bit more covered up can be just as sexy, if not sexier, than exposing more skin.

OFFICE: If you have a new office job and aren't sure what to wear to your first day, opt for a simple, classic dress

Just make sure that the colour or pattern is subtle, that it's not too tight or too low cut and that you're not exposing too much skin. Opt for a length that lands at or around the knee.

If you're not a dress person, a pair of tailored pants and button down shirt (either cotton, silk or blended fabrics) with some subtle accessories works well too.

HAIR: If you know that you won't be washing your hair the next day and you're planning on using some dry shampoo, try spraying some on the night before.

Doing so will give the powdery residue a chance to blend in and absorb so that by the morning, any greasiness will be gone.

If the next morning you find that you didn't apply enough or that your hair still looks a tad greasy, you can still apply a little more to get the look you desire.

SWEATERS: How do you know which sweater neckline is right for your body?

If you have a rectangular or boyish frame or have a small to medium sized chest, opt for a crewneck.

If you have a pear shape frame with a small to medium sized chest, opt for a turtleneck that lands at the hip.

If you have a curvy figure or a larger chest, opt for a V-neck.

SHOPPING: Don't buy something because you think you *should* wear it.

If you're not going to be comfortable in it or feel that it won't suit who you are, you probably won't wear it.

Don't allow yourself to be pressured by overzealous sales people or shopping buddies either. If you're the slightest bit unsure about a purchase, put it on hold and think about it.

This doesn't mean that you shouldn't try something new or different, just that you shouldn't feel obligated to do so.

JACKETS: Shoulder fit in a jacket or blazer is key.

If it's too big in the shoulders, it can look sloppy. If the shoulder fits but the rest is a bit big – get it tailored.

If it's too tight in the shoulder, it's an obvious no, but if it's a bit snug, especially when you move your arms around, try a bigger size.

Can't button it up? Pass it up completely and try a different style.

FOOTWEAR: This might seem like common sense, because it is, but it's also often overlooked: take good care of your shoes.

A properly maintained shoe will not only look better but will last longer too.

Clean your shoes as soon as they're soiled and protect them as required (how often depends on the weather).

Take them to the cobbler for repairs and heel maintenance at the first sign of trouble.

PATTERNS: If you're wearing a patterned top, bottom, dress, or mixed print combination, let it be the star of the show.

Everything else you wear should be simple and solid in colour so that it doesn't compete and keep your accessories to a minimum.

If you don't, the eye doesn't know where to focus or stop and it all just becomes too much.

STYLE: Want to instantly dress up any outfit? Throw on either a blazer or pair of heels.

Either one takes an outfit to the next level and can make the difference between looking sloppy or underdressed to looking chic and stylish.

Want to add another element of style when wearing a blazer? Fold the sleeves twice using a 1.5" – 2" fold, to mid forearm and push the sleeves up to your elbows. This adds a cool, easy vibe to your look.

TRAVEL: If your suitcase has been sitting empty for a while and has an unpleasant or stale odour, this can transfer to your clothes.

Place a scented candle in your suitcase when packing and not only will your clothes smell nicer upon arrival at your destination, you'll have a candle to burn when you get there.

Furthermore, to keep it from actually getting that stale smell, store your suitcase with some dryer sheets or a scented candle inside.

BEAUTY: Not sure when you should be using your fingers, a sponge or a brush when applying foundation?

Here are some guidelines:

- Use your fingers to apply sheer bases such as tinted moisturizers or bb creams
- Use a moistened sponge to apply medium to full coverage foundations
- Use a brush when you want to gradually layer your base or for powders

COLLARS: Want to dress up a plain, closed collar shirt?

Try pinning a brooch to cover the top button or lift the collar a bit and fold it over a full or thick statement necklace for a slightly different look.

If statement pieces aren't your thing, you can always layer a few daintier necklaces under the collar of your shirt.

STOCKINGS: When shopping for a pair of stockings, nylons or tights (especially if they're for a specific outfit or occasion), always buy at least two pairs.

That way you'll have a backup on hand should you encounter any last minute snags (literally).

Also remember to bring along the items you're going to be wearing them with when you're shopping, so that you have them for the perfect colour match.

SHOPPING: Oops! Shouldn't have bought something and can't return it? Just let it go. No need to hang on to it as a daily reminder of your mistake.

Try to sell or swap it, give it to a friend or donate it to a local charity.

Get rid of it, learn your lesson and move on.

DRESSES/SKIRTS: Midi length dresses and skirts (those that land below the knee to the calf) go in and out of style regularly.

If you happen to wear one and it's a fitted or body skimming style, wear it with a pair of pointy toe heels to keep it looking feminine and sexy. Any height will do.

If you want to wear one with flats, try wearing it with strappy sandals if possible. A practical pair of rounded, closed toe flats can make your outfit look more dowdy than chic.

OFFICE: If you work in an office, consider avoiding unnecessary distractions, such as too much makeup or perfume, excessively tight or flamboyant clothing or showing too much cleavage.

You want to be noticed and known for the person you are and the work you do.

(Unless, of course, you've got great style. Then you can be known for your great work *and* killer style.)

HAIR: If you want to cut your hair short but aren't sure how you'll feel about it once it's cut, try going shorter in stages.

Take an extra inch or two off your hair with each trim to ease yourself into a shorter style.

Another option is to download your photo into one of the hairstyle websites that lets you try different styles on your head, to see how you'd look.

Just be 100% sure that you're ready to take the plunge before you cut your hair. Otherwise it might take years to grow it back to its original length.

WINTER FORMAL: Got a formal event or winter wedding to go to but it's right smack in the middle of an arctic winter and you want to wear a dress?

One option is to wear one made of a thicker fabric such as brocade or crepe, in a longer style (like a midi length). A sleeveless dress will balance out the length but be sure to wear a shrug or scarf draped over your arms and shoulders to keep you warm.

If you want to wear a shorter style, wear one with long sleeves to keep you warm and balance the look. Thicker stockings or tights will also keep your legs warm.

Closed toe shoes or booties are also a great option. Not only are they weather appropriate, they'll protect your toes from the cold.

SHOPPING: If a store you're shopping at offers electronic receipts emailed directly to you, make sure to accept.

This ensures that you're guaranteed to have it should you need to exchange or return items.

If the store doesn't have this option and you're prone to losing your receipts, create a system or have one place, like a metal tin or basket, that you drop all your receipts into as soon as you get home or clean out your wallet.

PROPORTIONS: Here are 2 simple rules to remember when trying to balance out the proportions of your body:

- 1. If you have wide hips or a very full bust, opt for vertical stripes or patterns to elongate.
- 2. If you have a boyish figure or narrow frame, opt for horizontal patterns to visually create some width.

Stripes and patterns, worn certain ways, can be used to fool the eye into believing that your body is shaped a certain way. Even when it's not.

STYLE: Metallics and sequins don't have to be reserved just for nights out.

If you want to wear them during the day, pair them with simpler, classic or more casual styles.

Avoid patterns or colours that will clash or make the outfit seem over the top and keep your accessories to a minimum.

Still not sure what to wear them with? How about your favourite pair of jeans?

HEELS: If the soles of your brand new high heels are extremely slippery, try misting them lightly with hair spray to make them sticky. Just be careful where you take your first few steps.

Another option is to take them to your local shoe repair facility to have a non-slip sole glued to the bottom of your shoes.

TRAVEL: Air travel zaps skin of moisture, colour and brightness. It can also add static to hair.

Whenever traveling by plane, stay hydrated by drinking plenty of water.

Bring along some moisturizer for your skin and some blush (preferably a moisture rich cream) for your cheeks.

It also doesn't hurt to carry a hair product to keep the static at bay.

HAIR: If you're trying to grow your hair, get it trimmed every 8-10 weeks.

It might seem counterproductive, but doing so will keep your ends healthy and free from splits.

Don't trim regularly and split ends may mean needing to cut more off at your next trim.

SHOPPING: If you want to shop smart but have a tendency to overindulge or get swayed by pushy salespeople, bring along a friend or family member to keep you in check and steer you in the right direction.

Just make sure that the person you bring will be able to stand firm and not be easily swayed by you, any excuses you come up with or tactics you use.

Don't have a shopping companion? Try putting everything you want to purchase on hold while you shop around other stores. Then when you're done your shopping trip, go back and choose only your absolute favourites.

Sometimes all you need to do is step away from the item(s) in question to gain some perspective.

OFFICE: Not sure how many pieces create a doable work wardrobe? Count on having at least 10 complete outfits.

If purchased correctly, you should be able to mix and match the pieces from these 10 outfits into a variety of other looks.

If you can't create multiple looks from those first 10, at least you have two weeks worth of work clothes to wear.

However, you might want to rethink your shopping or wardrobe strategy to see if you might be able to purchase differently to get the most wear out of the pieces you have or buy.

BEAUTY: If you love wearing a bold red lip but hate the way it fades or cracks, here are a few things you can do to make it last and look great.

First, moisturize your lips with a thin coat of lip balm (blot off any excess). Outline your lips with a lip liner that matches the shade of your lipstick and then apply the lipstick.

Keep in mind that the glossier the lipstick, the more easily it will fade and the more matte the lipstick, the more easily it will crack.

Try finding a cream version that runs somewhere in the middle.

SKIRTS: Full or gathered mid-calf length skirts are back in style, but if not worn correctly can look quite dowdy or can overpower or overwhelm you and your look.

To avoid this, try wearing them with pointy toe pumps, high heel boots or high heel sandals.

Pumps and heels elongate the legs and provide a more sophisticated look.

Also try wearing them with crop tops, fitted tops, or tops that can be tucked into the waistband of the skirt. This will give you shape and balance your whole look.

ACCESSORIES: Not sure how to accessorize when wearing halter tops (tops that loop around the neck and leave the shoulders bare)? Since the halter provides focus around the neck, opt for wearing long, dangling or hooped earrings.

If you don't wear earrings and you'd prefer to wear a necklace, only do so if it doesn't interfere with the top of the halter or detract from it.

A better choice would be to skip the necklace and wear some bracelets instead.

SIZING: Some women think that squeezing into a smaller size of clothing makes them look smaller, thinner, younger or sexier. The truth is that all it does is make you look like you squeezed into a size too small.

Some also think that wearing a size bigger makes them look smaller, when in fact all it does is make them look like they're wearing something that doesn't fit properly.

When shopping or getting dressed, make sure to buy or wear the size that fits your body properly – regardless of the number on the tag.

LINEN: Love the look of linen in the summer but don't like the creasing and wrinkles that go along with it?

Try looking for linen blends, such as linen and silk, that will be light enough to keep you cool and also keep you looking fresher longer.

Linen and cotton blends can also be found, but keep in mind that cotton is heavier and therefore won't keep you as cool.

WATCHES: If you can afford to, invest in two watches – a practical one for when running around during the day and a dressier one for elegant nights.

That way your day watch won't diminish the look of your evening outfit and your dressier one won't get ruined by all the things you do during the day.

If you have an office or corporate job and can afford to buy a third watch, have one designated just for work. Choose a style that will suit your work attire and if you buy well, it should last for many years.

EYEBROWS: Don't get too caught up in eyebrow fullness trends. Choose the best shape for your face.

Keep in mind that fuller eyebrows tend to make you look younger and thinner eyebrows can unnecessarily age you.

If you have thinning eyebrows and need to fill in the gaps, choose an eyebrow pencil in a colour that matches your own colour and draw tiny brush-like strokes in where the hair should be. Use a brush or your fingertips to gently blend in the lines.

WHITES: Every few months, take stock of your whites. Frequent washing can make whites appear dull or even grey.

If your whites have lost their brightness but they're still in good shape, try soaking them and washing them with a little bleach to brighten them up.

If that doesn't work, perhaps it's time to replace them.

If you have to do so, consider buying multiples, or at least two replacements for each piece. This way you'll have some on hand when the new ones get soiled or become dull or grey from wear.

SCARVES: A well purchased scarf never goes out of style.

If you're looking for one to stand the test of time, buy a well-made square one in silk, in a non-trendy pattern and in colours that suit your skin tone.

If you don't need it to last, then the sky's the limit.

Scarves can be quite inexpensive and are a great way to add variety to your wardrobe.

Buy many in a variety of colours and patterns and be creative with how you wear them. Use them to express your unique sense of style.

EYELASHES: False eyelashes come in numerous lengths and styles.

If you like the idea of enhancing your natural lashes but feel that false ones are a bit too much for you, try purchasing and applying individual lashes for greater control.

You can even alternate longer and shorter ones for a less dramatic look.

SHOE CARE: Don't you hate it when your shoes need a quick polish and you have none on hand?

Always be prepared by having a shoe kit on hand for emergencies.

In your kit, included a shoe polish for every shade you wear, a protector spray for all the types of shoes you wear and a suede brush (if you own suede shoes). Also throw in some rags and a shoe polish brush.

This way you'll be ready for any scuffs or dirt that come your way.

PLEATS: If you're looking for fitted pieces or items that sit close to your body, or you want to look slimmer, avoid pleats and darts.

Pleats or darts on clothing make clothing sit away from your body, making it more difficult to see your body underneath and can give the appearance of extra weight.

Narrower pleats tend to add more bulk than wider pleats. So if you are fond of the look, choose accordingly.

SHOPPING: If you need to purchase a particular item, decide what you think it's worth or what you'd be willing to spend before you go out shopping.

Keep this amount in mind so that for whatever reason, you don't end up spending more than you should.

If you can't find what you're looking for within your budget, decide if you actually need this item. Consider also if you were realistic in setting your target or goal price.

CLOTHING CARE: Love your new dark jeans (or any dark clothing) and don't want them to fade?

Wash them inside out with cold water only. Skip the dryer and hang them to dry instead.

Didn't pull them out when doing laundry and mistakenly added them to the dryer load? No worries. The odd time shouldn't completely ruin or fade them right away, but doing so every time might.

OFFICE: Avoid these typical everyday or business casual no-no's for the standard corporate office:

- spaghetti straps
- strapless tops
- crop tops
- T-shirts with large logos or sayings
- skin tight or see-through clothing
- · spandex or workout wear
- short shorts
- · mini skirts
- high slits
- torn jeans
- worn or dirty sneakers
- flip flops

SHOPPING: If you're out shopping and spy a piece that you can't afford, walk away.

Trying it on and falling in love with it will make it hurt all the more when you have to leave it behind. Or it might make you do something you might regret – like go into debt or use money that was allocated for something else.

If this happens to you often, start a special savings fund for cases such as this.

Set some money aside weekly, biweekly or monthly for little splurges and you won't have to encounter the disappointment of not being able to buy those little extras.

CONCERTS: Going to an outdoor concert? Think about comfort and practicality before you consider style.

Do you have designated seats or will you be sitting on the ground? Loose clothing is more conducive to lounging on the ground or the grass, as are sneakers, flats or wedges.

If it's a concert that goes from day to night, consider wearing layers for warmer days and cooler nights.

Once the practical issues are dealt with, then it's time to add your own flair to your look.

BEAUTY: If you've gone to the effort of lining your upper eyelid in a cat-eye style and want to add a bit more drama, make the line extra thick, a little longer or choose a darker colour.

Just remember that when you're playing up your eyes or to have them noticed, keep the rest of your makeup subtle.

JEANS: Whether you're wearing skinny jeans, boyfriend jeans or a wide leg jean, the right or wrong cuff can make or break your look.

Cuff your jeans so that they land above the ankle but below mid-calf (which can make your legs look bigger).

Skinny to medium cuffs (around 1"-1.5") are the most versatile, while larger cuffs (over 2"+) can date your look.

EMERGENCIES: What should every girl have with her for those special nights out when she's all glammed up or dressed to the nines in a killer outfit? A mini emergency kit of course.

Make sure to bring a few safety pins and fashion tape with you for unexpected snags, tears or issues with your hems.

If you've got some extra room in your evening bag or clutch, add some stain remover and a tiny clear nail polish if you're wearing nylons (in case of runs).

HOLIDAY PARTIES: Tired of wearing the standard LBD (little black dress) to holiday parties or want to stand out? Why not wear a bold colour instead?

The bolder the colour, the less ornate the dress or outfit needs to be.

Make sure that the dress is the star of the show and accessorize accordingly. Also make sure that the colour you choose to wear is one that flatters your skin tone.

PEPLUM: Peplum tops are quite flattering for a variety of body types and can create shape where none exists.

If you're wearing a peplum top, make sure that the start of the flare is at your waist, not above, so that it sits properly.

Not sure what to wear on bottom? Opt for a pencil skirt that lands just below the knee or slim fitting pants to highlight the shape of the top.

EYEBROWS: If you've over-plucked your eyebrows, it may take months for them to grow back or fill in.

In the meantime you can camouflage bald spots with some eyebrow powder or an eyebrow pencil in a colour that matches.

Just make sure to use short, light strokes to fill in the areas.

SKIRTS: If you wear skirts (or you'd like to) but aren't sure which length is best, avoid skirts that land just above the knee – they can make legs look stumpy.

Opt for skirts that land mid-thigh (if you're comfortable doing so) or just below the knee.

Wear a skirt any longer than that (i.e. to mid calf) and you'll need to wear heels or pointy toe shoes to compensate for the length.

SKINCARE: When washing your face, make sure to rinse all of your cleanser off thoroughly prior to applying any other products.

Leftover residue from you cleanser can clog your pores which can result in breakouts or blemishes.

It can also keep any other products you apply afterwards (such as serums and moisturizers) from absorbing and working properly.

PANTS: You really need to get the length of wide leg pants right to have them look great.

Unless they're cropped or rolled, make sure that they skim or sit just above the ground (not pool or drag), whether you're in flats or heels.

Therefore, it's always a good idea to have the shoes you're going to wear them with on hand when getting them hemmed.

INSPIRATION: If you see someone on the street, a celebrity or a fashion blogger wearing something that you like, don't be afraid to copy their look or use it as inspiration.

Mimicking another person's look (or using it to inspire) opens you up to a wider range of styles that you might never have thought of on your own or dared to try.

WORK: Invest in at least one power outfit. Having one on hand will mean that you're ready to go should the need arise.

Depending on the type of work you do or the field you're in, a power outfit could be a well made suit, a standout dress or coordinated separates.

You never know when you might need to look your best for a job interview, to meet a new client or make an incredible first impression.

SHOPPING: To avoid temptation or purchasing something outside your budget, use price filters when shopping online.

That way you're only searching for items that you can afford and you won't be enticed by items you can't.

Still not safe enough? Only browse online when you have the money to do so or put your shopping money in a separate bank account and don't allow yourself to spend more than what you have available.

EYES: If you have bags under your eyes (puffiness below the eyes), avoid eye makeup on the lower part of your eyes.

That means no eyeliner below your eyes or mascara on the lower lashes.

Opt for makeup on the top of your eyes (your eyelids and upper lashes) instead. This will draw the focus up and away from the puffiness.

PANTS: High waist pants that hit just above the navel are great at lengthening the legs.

They're also great to wear with cropped tops to keep them from exposing too much skin.

That said, avoid wearing high waist pants if you have an overly long rise (the space between your waist and pubic bone), as they can make the area look disproportionately long.

BRAS: How do you keep your bras in great shape and help them last? Never wear them two days in a row and hand wash them every 2-3 wears.

If you do put them in the laundry machine, make sure to skip the dryer and hang them to dry instead.

If you've had a bra for a while and the straps are slipping off your shoulders and it's riding up your back, it's time to replace it.

JUMPSUITS: If you have a formal event or cocktail party to go to but you don't want to wear a skirt or dress, opt for an elegant jumpsuit instead.

Make sure to dress it up with some fabulous accessories and killer heels to take it to the next level.

Jumpsuits very rarely fit perfectly, so don't be surprised if you experience this when shopping for one. Be prepared that it might need some tailoring and factor that into the purchase cost.

WARDROBE: Track the clothing you wear most often by stacking them to one side of your closet every time you put them away. That way you'll see which items you wear most and which ones you wear least.

Consider why you're not wearing certain pieces. Is it poor or unfavourable fit, colour, pattern or style? Do they require repairs or alterations? Or do you not have anything else to wear with them?

Having this knowledge also helps you determine gaps in your wardrobe and makes you aware of what you need to buy more of or less of.

WEDGES: Want to add height to your frame or dress up your look but don't like to wear heels? Opt for wedges instead.

If a standard wedge doesn't add enough height, try wearing a pair with a platform. Not only do they add more height, they're often easier to walk in.

Just remember that they aren't flats, and any sudden moves or turns could result in you twisting or turning your ankle.

MAKEUP: Need to quickly change your makeup from day to night? Add another coat of mascara, thicken your eyeliner and wear a darker or bolder shape of lip colour.

Still not enough? Add a touch more eye shadow or use some darker colours.

These tiny changes will enhance your look and add a bit more drama – both of which are conducive to a night out.

SHOPPING: When you're out shopping, if any item you're trying on feels slightly uncomfortable, no matter how much you love it, leave it behind.

If it doesn't feel right when wearing it for a short time, just imagine how it'll feel after wearing it for a whole day.

On the other hand, if it's an issue that can easily be remedied and you can do it on your own, then go ahead. If there will be a cost involved in fixing the problem, ask a salesperson if they'd be willing to discount the item the approximate value of the cost of the repair.

STORAGE: Have seasonal clothing or clothing that you rarely wear taking up valuable space in your closet?

Purchase boxes or bins that fit under your bed and tuck these items away until they're needed.

This keeps clothes out of the way and provides extra closet space, but keeps them close by should they be required.

HANDBAGS: Always consider the best bag for whatever look you're going for.

Want to look polished or classic? Opt for a structured bag. Going for an easygoing, relaxed look? Try a hobo or slouchy bag. Going from day to night? Switch out your day bag for a clutch.

The right handbag can truly make a difference to your whole look.

STYLE: Always dress for yourself first.

No matter where you're going or who you're meeting, focus on dressing in a way that's best for your style, your shape and your comfort. You'll be more confident and carry yourself differently.

That doesn't mean you should dress inappropriately for the situation. It simply means that you shouldn't dress yourself to please someone else's sense of style or taste.

COATS: A good coat is an investment and you'll want it to fit well.

So what makes a good fit? Ideally, shoulder seams should line up with your shoulders. Too far past and your coat can look sloppy.

You should be able to cross your arms comfortably, reach forward or reach up without feeling too much pulling across the back of the coat. You should also be able to button up the coat without any pulling across the front.

Make sure that these are also the case with an extra sweater worn underneath.

APPEARANCE: How you look from behind is just as important as how you look from the front. Always check your mirror before you step out the front door.

Make sure you don't have any VPL's (visible panty lines), unwanted bulges from overly tight or ill fitting bras, that there's no unsightly bunching or stretching and that all your clothing lies smoothly.

It's just as important to make a good impression when you're walking away.

BEAUTY: Pouring cats and dogs outside and no sign of it letting up? Make sure your makeup can handle the elements.

When you know you're going to be in and out of the rain, adjustments to your makeup routine can make the difference between looking fresh all day and looking like a drowned rat.

If you don't already use them, swap out your regular products for waterproof alternatives, skip the powder shadows and blush and opt for cream ones instead, and brighten up your lipstick to give yourself an extra pop of colour on a grey day.

While you're at it, style your hair in a way that can handle an extra dose of humidity and rain.

STYLE: If you're wearing a piece of clothing or accessory that you really want to stand out, make sure that everything else you wear is subtle or neutral.

Doing so will make sure all eyes are drawn to that special item.

(Don't forget that the body part or area where that piece is worn will be part of the focus – so choose wisely.)

STRIPES: Afraid to wear stripes? No need! If you're a little weary, keep a couple of things in mind:

Horizontal stripes can make an area look wider. They're great to wear across the chest or booty if these areas are ones you'd like to appear larger. Avoid them on the lower part of your body if you tend to be on the shorter side.

Vertical stripes are great at making you appear taller and slimmer and are perfect for tops and bottoms, unless they're covering a part of your body you'd like to appear more filled out.

HAIR: Some women feel that the older they get, the shorter their hair needs to be. These days, anything goes and longer hair tends to look a bit more youthful.

As long as your hair isn't a scraggly mess, no need to chop it off. A great cut and style, as well as proper maintenance is key to making hair look great – at any age.

If your hair has started to thin out and you feel that cutting it into a shorter style is the only option, don't make any rash decisions.

There are a number of options available to make hair look thicker, such as hair pieces and extensions, at a variety of different price points and commitment levels.

WARDROBE: Do you find that there are certain cuts, styles, colours or patterns that just don't work on you but that still find their way into your closet?

Make a list of these items on your smartphone (if you have one) and check it before each shopping trip or while you shop.

That way you won't be tempted to purchase them and they'll stay out of your closet forever. Hopefully.

GLASSES: Wear glasses and want to look your best? When you wear glasses, sometimes your features can get lost, so it's worth the extra little bit of effort to make them pop.

Use a brow powder on your brows to give them some definition, add an extra coat or two of mascara on your upper lashes to make them more visible through the glass and if your frames are dark or bold, wear a brighter shade of lipstick.

Taking these few extra steps will ensure people see your beautiful face and not just your glasses.

SHOPPING: If a store asks you to do a survey, taking the time to do it could be worth your while.

Quite often they'll provide you with a discount or promotional code for completing it. We all know – every little bit helps.

Some stores will even enter you into shopping spree contests or gift card giveaways for completing surveys. Who wouldn't want a shopping spree or free gift card to their favourite store?

BEAUTY: Prepping your skin prior to applying your makeup can help it go on more smoothly and evenly and can make it look better and last longer.

After cleansing, apply a hydrating serum and moisturizer. Once they've absorbed, apply a makeup primer and/or any correcting creams.

Once those have set, continue with your makeup application.

HAIR: If you love the cut, style and length of your hair but want to switch it up a bit, why not try changing the part?

Sometimes parting your hair in another spot causes the hair to sit differently and can create a new look.

Curling, creating soft waves or straightening are also possible options.

FOOTWEAR: Is your shoe closet becoming a little stinky?

Place scented dryer sheets in your shoes when they're not being worn. Not only will this mask the odour from your shoes, it will freshen the smell of your closet.

The scent of the dryer sheets does fade over time, so replace as required.

You can also use scented or potpourri sachets or even scented candles to mask the smells, although a good old fashion odour and bacteria eliminating spray, sprayed right into the shoe, does the trick too.

STYLE: Like the look of sportier styles but don't want to look too casual or underdressed?

Avoid sneakers and try wearing them with heels or a wedge. Throw on some fabulous accessories and you'll be good to go.

The great thing about dressing up a sportier style is that it's super easy to transition it back into being comfortable, casual and practical for running errands or even running after kids.

SHOPPING: Do your research and find out which stores offer free or discounted tailoring.

Choose these stores as your first option when shopping for something in particular and get your items tailored to suit your shape.

Don't have any in your area or can't find what you're looking for at theses locations? No worries. Just factor the cost of tailoring into the purchase and take the item(s) to your tailor for a custom fit.

HANDBAGS: Want to purchase a coloured bag but still want it to be versatile?

Try buying a classically shaped handbag (like a structured top handle bag with a shoulder strap) in red.

Red bags are great with neutrals, black, white, browns, navy and some greens.

Buy well and it should last for many seasons and years.

SUNGLASSES: Oversize sunglasses can be the easiest way to look super stylish, but there's a difference between oversized and humungous.

How do you know the difference? When you look in the mirror, do you see you or do you just see the sunglasses?

Another way to tell is if your head looks disproportionately small in comparison.

WARDROBE: Want to build a long lasting, solid wardrobe that will stand the test of time?

Spend 75% of your shopping budget on good quality classic cuts, styles, colours or patterns that suit your body shape, colouring and lifestyle.

Spend the remaining 25% on fun, trendy, frivolous pieces that will come and go regularly as styles, seasons or your moods change.

FOOTWEAR: Ladies, you're too fabulous to live your life in flip flops – no matter how easy or comfortable they are.

There are so many other great, stylish options available, in a variety of different price points, that there's really no excuse. Save the flip flops for the beach.

Not sure what to replace them with? Why not try thong or gladiator sandals or even flat espadrilles or sneakers?

NAILS: Want to keep your nails in tip-top shape? Here are a few suggestions:

- Moisturize after every single hand wash (if possible)
- Wear gloves when washing dishes or cleaning
- Avoid picking or biting the nails or the skin around them
- Use a nail polish remover without acetone
- Opt for filing instead of cutting your nails

It's all the little things we do that add up to having fabulous looking nails.

SHOPPING: If you've purchased something without having the proper undergarments, footwear or coordinating pieces with you, don't remove the tags or throw out the receipt right away.

Try the item(s) on with all the right pieces as soon as you get home to decide if you're going to keep it/them.

Just make sure, before you even purchase anything, that you'll be able to return it if it isn't suitable.

LIPSTICK: Can't find the right shade of lipstick? Why not wear or mix multiple colours to create the perfect blend?

Whether you're looking for the exact shade to suit your skin tones or have a certain colour you're trying to achieve, sometimes mixing two or three different shades with a lipstick brush or layering them right on your lips will give you the desired results.

Another trick is to use a different shade of lip liner to line your lips than the lipstick you're using. Then blend the two with a lip brush or place the lip liner on top of the lipstick (instead of underneath) and use it to blend into the lipstick.

SPAGHETTI STRAPS: Spaghetti straps that are slightly loose often have an annoying habit of sliding down your shoulder.

In order to remedy this, tape them to your shoulders with a trimmed down piece of body tape or adhere them with a thin line of eyelash adhesive.

Another option is to shorten them. All you need is a needle and thread and to fold and sew down the excess into the back of the top.

Too much for you to handle? Take it to your tailor to do it for you.

WHITE: An all white outfit can look fresh and bright on a summer's day, as long as it's all white – not mixed with varying shades of off-white, ivory or cream.

Make sure that all items are clean and free of any blemishes or stains and that your undergarments are nude, as white ones are more noticeable under thin fabrics.

PANTS: When purchasing a pair of pants, always try them on – not only to see if they fit properly, but to see what happens when you move in them.

When you're in the fitting room, sit, squat, bend over and take large steps to see if the pants provide you with enough movement and/or stay in place when you do.

This may seem like common sense but you'd be surprised at how many people fail to do this and end up with pants that either restrict their movements or slide down every time they sit or bend over.

STYLE: To keep an all black or black and white outfit from seeming too drab, add a pop of colour to spice it up.

Pair it with a bold shoe, handbag, belt, scarf or accessories.

The same can be done with any monochromatic or 2 colour combination for a bit of added interest.

SHOPPING: Can't decide if you should keep a recent purchase?

If you can't create at least 3 outfits with it from pieces in your closet or you can't find anything else in the shops to go with it, return it.

No point in hanging on to something that will sit, unworn, in your closet.

TRAVEL: Upon arrival at your destination, unpack your bags, hang up your clothing and spray them with a wrinkle remover to smooth out any creases.

If you haven't brought one and your clothes need ironing or steaming and neither one is available, hang them in the bathroom when you shower or dampen them with a wet facecloth.

Carefully heat them with the hairdryer on a low setting to even out wrinkles or smooth them with your hands as they dry.

BEAUTY: Remember to wash your makeup brushes regularly with either a gentle soap or brush cleaner to remove the buildup of product and bacteria.

After washing and rinsing, pat dry with a towel and hang over the edge of the counter to dry.

Wash concealer and foundation brushes once per week, eye makeup brushes every two weeks and all others once per month.

SWAP: If you and your friends have unworn clothes that are in good condition, why not have a clothes-swapping party?

If each friend invites their friends, the amount of sizing availability and inventory grows and there's more clothing for everyone to go through and swap.

Any items that remain can be donated to a local charity.

At the very least it's a great excuse to get together with old friends and meet new ones.

SHOPPING: If something on the rack catches your eye, but you're not sure about it based on how it hangs on the hanger, try it on.

Some pieces actually look better when they're on the body, especially when paired with a coordinating piece.

If you're not sure how to wear it or what to wear it with, ask a salesperson to make a recommendation.

If you've tried it on and still aren't convinced, take a photo of yourself in the outfit on your smartphone and keep revisiting it – you might just need some time to get used to the new look.

If after a few days you still aren't warming up to it, delete the photo and move on.

DRESSES: A shift dress is an easy, versatile, classic dress that flatters most body types and is great for a variety of occasions. Having at least one in your closet means that you're ready to go should any situation arise.

Pair a shift dress with a structured bag and some low heels and you've got an instant office look. Grab a clutch, throw on some sparkly earrings and a pair of strappy sandals and you're ready for a night out.

Just make sure that your shift dress lands at or around the knee and skims your body – no clinging or pulling.

HANDBAGS: To get the most use and wear out of an evening bag, look for one that has a removable strap or one that can be folded into the bag (without the strap being noticeable).

That way you can wear the bag on your shoulder or tuck it away and use it as a clutch.

Choose a bag in a neutral colour such as black, tan, silver or gold so that it goes with a variety of different colours and patterns.

BLAZERS: Blazers instantly dress up any outfit.

Whether you're in shorts or jeans and a T-shirt or khaki's and a button down shirt, throwing on a blazer automatically polishes almost any look.

Just make sure that the blazer fits you well across the shoulders, chest and back and is the right length for your height and body shape.

Roll the sleeves a couple of times for a more casual or less severe look.

VINTAGE: If you're a fan of vintage clothing but don't want to look too retro, try pairing vintage finds with contemporary or trendier pieces.

Mixing the different styles together will keep your look fresh and also keep you from looking like you're stuck in a bygone era.

SHOPPING: Know the value of the item you're about to buy.

Beyond considering style, colour and fit, know how much the piece is worth to you. How many hours would you have to work to pay for it? How many days per week, month or year can you realistically see yourself wearing it?

Sometimes spending a little more on a item that you'll get more wear out of is worth it and spending a little less on an item you might only wear once or twice makes more sense.

NAILS: Can't find the perfect colour of nail polish? Why not try mixing polishes to create the ideal shade that is unique to you.

Find an old small plastic container, Dixie cup, water bottle lid or artist's palette to play around with different colours.

Use a toothpick or inexpensive paintbrush to mix the colours and see where you end up.

Start with small amounts first and add more polish as you find the right shade.

STYLE: It's always a good idea to save money where you can when it comes to clothing, but to make your outfit appear more luxe than it is, wear your less expensive items with pricier pieces or well-made accessories.

Mixing less expensive items with more expensive ones elevates your look and gives the whole outfit a higher-end feel.

HAIR: Always wash your hair immediately after you've been in a swimming pool or in the ocean – especially if you have colour treated hair.

Chlorine and sea salt can be extremely drying and damaging to hair and can make colour fade.

It also helps to use a colour safe shampoo and conditioner so as not to unnecessarily strip colour from your hair.

STYLE: The front tuck is a great way to create shape and keeps you from looking horizontally "chopped" where your shirt lands.

If you don't know what a front tuck is, it's simply tucking the front of your shirt somewhere along the front waistband of your bottoms and leaving the back un-tucked.

Some women tuck right in the middle, some off to one side and some along the whole front. Where and how much you tuck in, depends on the clothing and your body shape.

Play around with different items and outfits to see how it can best suit you.

JEANS: Not sure what the difference is between "girlfriend" and "boyfriend" jeans?

The girlfriend jean is a more feminine version of the boyfriend jean – slimmer and narrower cut, worn higher than the low-slung boyfriend jean.

Both typically have rolled cuffs and are often (but not always) lighter in wash, distressed and/or look worn in.

The girlfriend tends to be a little easier to wear in that it's a slimmer silhouette and often more flattering.

BEAUTY: For a natural look, why not try wearing monochromatic makeup – eye shadow, blush and lipstick in similar shades.

Opt for peach, pink or rose tones if your skin is lighter or berry tones if your skin is darker.

Doing so will still give you some colour, but it'll keep your look fresh and light.

FOOTWEAR: Bought a pair of shoes that need to be stretched out a bit or broken in?

Put on a pair of thick socks and walk around the house with them for a few days. If the socks are too thick to fit into the shoe, just the act of walking in them should do the trick.

If that doesn't stretch them enough, take them to your local shoe repair and have them do it for you.

POSTURE: Stand up straight. You'd be amazed at how much better your clothing looks on you when you have good posture.

This might seem like common sense, but you'd be surprised how often I see women slouching or hunched over – especially over their phones.

If you do tend to slouch or have tight muscles, try doing some simple stretches in the morning or throughout the day to keep your muscles loose and limber.

JEANS: Wash your jeans only when they need it. Washing them too often can cause fading and wear.

If they're visibly clean but have an odour, try leaving them outside to air for the day, but keep them out of the sun.

If you find your jeans are stretched out after only a few hours and need to be washed after each wear, perhaps you should look into buying ones with a little less stretch in them or ones made of a thicker denim.

STYLE: In a clothing rut? Why not follow some new people on Instagram or Pinterest, flip through some magazines you never buy or browse through stores you normally don't shop at (whether in person or online).

You never know where inspiration will hit and sometimes you just need to shake up your routine and try new things to get you out of your rut.

FOOTWEAR: Avoid shopping for shoes first thing in the morning or if your feet have been squished in tight shoes.

Feet swell throughout the day so it's best to wait until they're at their largest.

Shop for shoes in the late afternoon or early evening to ensure that they'll fit no matter when you wear them.

If you do have to buy shoes first thing in the morning, hang onto the receipt and try them on again at home at the end of the day. Just in case.

BEAUTY: If you tend to apply more than one coat of mascara, wait a minute or two between coats.

Allowing the mascara to dry between coats, results in less clumping and a cleaner look.

If you still get clumping, try wiping the wand off with some tissue prior to applying the mascara.

Wiggling the brush as you apply also helps.

LEATHER: If purchasing leather is out of your budget or against your principles, there are a number of great faux leather (or pleather) options available.

Keep in mind that shiny faux leather can look a little too much like plastic and can appear cheap.

Opt instead for matte versions, which tend to seem more like the real thing.

SHOPPING: If you're shopping with a friend and they ask you for your opinion, be a good friend and be honest with them.

Just remember to be kind – being truthful doesn't mean that you have to be cruel.

If you choose not to be honest, it could backfire on you. She (or he) might get home and hate the purchase or hear from someone else how unflattering it is and resent your dishonesty.

DENIM: Wearing denim from head to toe is a bit tricky to pull off and can make you look like you work on a ranch. You really need to know what you're doing to make it look right.

If you're unsure of how to achieve a great denim look, opt to wear only one piece at a time instead and mix it with other fabrics.

If you'd like to give it a try, here's something keep in mind:

You don't have to keep all of your denim the same shade of blue. Try pairing a lighter wash with a darker one for more interest, or a distressed piece of denim with one that is cleaner and more polished.

INVESTMENT: Before you purchase an investment piece, there are a few things to consider:

Make sure that...

- it's made of good quality fabric and craftsmanship
- it suits you and looks good on
- it's the right colour for your skin tone
- you know how to wear it
- you have something (or better yet multiple things) to wear with it

There's no point in investing in an item that doesn't quite work for you.

POCKETS: Pockets in clothing are almost always for show, and if filled, can detract from the look of the item they're a part of and possibly from your whole outfit.

When you're getting dressed, if you know that you're going to use the pockets, place whatever you need into them and take a look in the mirror (both front and back view) to see how your outfit changes.

Is your clothing still lying smoothly or is it dragging or pulling in any area?

FAUX TAN: Want to make the most of your faux tan and have it look its best?

Prepping your skin and applying the right products can make the difference between a blotchy tan and one that looks like it came right from the sun.

Prior to applying self-tanner, scrub your body with an exfoliator in the shower. Once your skin is completely dry (after about 30 minutes), apply the chosen product. Make sure that you've selected a self-tanner that suits your need. Do you want one that will wash off as soon as your next shower or one that will build over a few days?

Apply the tanner with gloves or mitts to keep the product off your hands and make sure to do only one thorough round. Avoid lingering or over-applying in any one area.

WARDROBE: If you have a tendency to forget what clothing or accessories you own or what you wear with what, start taking photos of your outfits and place them in a separate folder on your phone or on a drive that you can access from anywhere.

This will help you in a number of ways – you'll see which pieces you wear most (and least) often, what looks you tend to gravitate to and how many outfits you actually have.

It will also help you when you shop so that you know what you need to buy and what you need to stop buying.

NAILS: If you have ridges or uneven surfaces on your nails, make sure to apply either a ridge-filling base coat or a ridge filler underneath your favourite base coat.

Doing so will not only make your nail polish look smoother, it will make it last longer, keep the colour from staining your nails and, if it's opaque, make the colour look truer and stronger.

PANTS: Have a special event and need to dress up, but don't want to wear a dress?

Why not wear a pair of brocade, patterned or sequined pants.

Just remember to keep the following in mind:

If the fabric is thicker, make sure it's not adding too much bulk to the lower part of your body, make sure the pants fit perfectly and since they're the star of the show, keep everything else either neutral or low-key.

STYLE: Wearing asymmetric clothing is a great way to keep the eye moving across your outfit.

Depending on where the asymmetry lies, it can camouflage certain undesirable areas on your body and place focus on ones you'd prefer to highlight.

Asymmetric clothing also has a stylish, modern vibe to it and can give your look a little edge.

It's especially great to use for layering in that it allows you a glimpse of what you're wearing underneath and often extends past what you're wearing on top.

BEAUTY: Gravity and weight loss can take their toll on your face and result in sagging skin or the loss of cheek volume.

If you experience either of these, slightly alter the way you wear your blush.

Instead of just applying blush just to the apples of your cheeks, sweep it upwards towards your temple or hairline.

This will give your face a visual lift and keep eyes focused higher on your face and not on the sagging at the jawline.

STYLE: Wide or full bottoms can dwarf or envelope you if not worn with the right accompanying top.

If you're going to wear bottoms such as wide leg pants or a full midi skirt, remember to keep your top on the shorter side and try to expose your arms, if possible.

Wearing a crop top that meets the waistband or a top that tucks into the waistband (at least at the front) will visually elongate.

Exposing your arms will also lighten the overall look and keep you from looking swallowed up by your outfit – especially if you're on the petite side.

SHOPPING: If you're an online shopper and are easily tempted, make sure to clear out your cookies regularly.

Cookies will collect data and track what you've viewed online.

Then when you least expect it, the item that you passed by at your favourite online shop will pop up while you're browsing or are on other sites, tempting you to click and purchase.

FINAL TIP: Today's final tip is one that I tell all women who continually struggle with knowing how to look good, shop effectively, dress for their body shape or put a great looking outfit together – Hire A Stylist!

You might think that hiring a Stylist is an indulgence or a luxury – something that only the rich and famous do. That's not true – many of my clients are regular, everyday women who work, have families and who don't have huge clothing budgets. They're simply tired of the struggle and want someone to finally tell them what to do and how to do it.

Hiring a Stylist is an investment in you, your confidence and your happiness, and if you hire the right one, you'll probably never need one again. (continued over)

You'll be left with a lifetime of knowledge and be given the tools to know what it takes to shop, get dressed and outfit yourself with ease and clarity. You'll finally walk out the door every single day not only looking fabulous, but feeling fabulous too.

Head over to BarbaraAleks.com and let me help *you* look and feel fabulous. Whether via Skype or in person, I can help eliminate the struggle and get you to a place of knowing how to look your absolute best, so that you too can Live Your Life in Style – everywhere you go, in everything you do.



BARBARA ALEKS is a Personal Stylist, Certified Image Consultant and Interior Designer.

She helps women discover and live their own unique style, empowering them to transform themselves from the inside out, to become the confident women they were born to be and to live the amazing lives they were meant to live.

ARE YOU...

stuck in a style rut, wardrobe challenged or desperate for some beauty 411?

WISH...

you could get some tips, someone would share their secrets or just tell you what to do?

YOUR'E IN LUCK!



is full of relevant and practical style and beauty tips that once applied, will leave you looking better than ever. Read one every day for a year, devour the whole book at once or go at your own pace. Whatever you choose, remember that great Style and Beauty comes from within. So take each tip, make it your own and shine. Every. Single. Day.



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