

Cool it on *Casual Friday*

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Summer is sensational. Those steamy, hot days and star-lit nights might tempt you to slip into something a little more comfortable than you would ordinarily wear to the office. Nonetheless, simply because your company has a casual Friday policy, it doesn't mean you can go wild and wear whatever fits your fancy. As a general rule, casual still means professional so you probably should not dress as if you are planning to hit the clubs or cruise the Caribbean.

Following are a few fashion faux pas you might want to avoid in the workplace:

- Flip flops are never appropriate at the office (unless your job is a cabana girl/guy at a resort)
- Baring your midriff, waist, hips or thighs, etc.
- Exposing any body art (tattoos) or jewelry (belly-button rings, etc.)
- Wearing clothing that reveals your under garments (or lack thereof)
- Wrinkled and unkempt t-shirts, shorts, pants, etc.
- Workout/jogging apparel
- Swim suits (even with cover-ups)
- Too-short shorts
- Shirts branded with offensive innuendos

So how can you tone down your normal, business attire for summer and still look great? Purchase clothes in lightweight fabrics such as cotton or silk. If your company condones open-toed shoes/sandals on casual days, be certain your shoes are not too seductive and your pedicure is perfect. Keep a jacket, extra dress pants or skirt on hand in case a client decides to make a call on casual clothes day. Most importantly, before leaving home in the morning, take a look at yourself in the mirror. You will instantly know if the image you present, is one that will make you an effective member of your company's casual corporate culture.