

Grooming Tips at Workplace

Proper grooming and professional appearance are important to gain not just positive impression but also respect in the workplace. Here I address some of the most common grooming challenges faced in today's workplace.

- Be cautious with bright colors. Clothes that are too flashy can be distracting. Darker colors usually convey a stronger impression than lighter ones. If you're giving a presentation, make sure the color you're wearing doesn't blend in with the background behind you. Whether you're wearing traditional business dress or business casual, wrinkled, dirty, or smelly clothing is a sure image-killer.
- Facial hair needs to be kept trim and tidy to maintain a professional look. Any hair that's under your lower lip that isn't a beard is not a good idea, No matter how much you want to grow a full beard, it just might not look right on you, just like a haircut - not every cut is going to look good on every person,
- Three accessories that get noticed most on both men and women, are the Shoes, watch and the pen. Make sure your shoes are polished and in good condition. Carry a decent looking pen. Preferably a fountain pen with non-smudge ink. Avoid pens with transparent and cheap plastic bodies. Watches for both men and women should be the highest quality one can afford. Thin styles are preferred over heavier styles, sport watches, or novelty watches. No matter what watch you wear, you're making a statement about who you are and what's important to you.
- Accessories are meant to complement your outfit, not overpower it. Keep it to the minimal and avoid very large pieces. Ladies must make sure that their jewelry shouldn't make noise. Multiple rings, bracelets, and necklaces can get in the way of your work and project an image of being extreme. Tie pins with shining rhine stones are not for work. Keep neckties secure by tucking the narrow end through the label on the underside of the wide end. Plain metallic Cuff links are always in style. Women with multiple ear piercings should limit earrings to one per ear and men should remove all earrings. If one has tattoos or non-ear piercings, keep them out of sight while at work.
- Avoid Fingernails that are too long or are unkempt. Never be seen with chipped nail polish. If you're going to show your toes, make sure your hands and toes are well-groomed
- Avoid bathing yourself in strong perfumes. A perfume that one may find delightful can be downright offensive to someone else. And for those who like to remove his or her shoes during the workday, foot

odor can be quite offensive to fellow workers. Be conscious. If you must wear fragrance, do so lightly. Consider a scented skin lotion instead of perfume or cologne.

- Overdone makeup is unattractive at any age. Makeup application is an art and, unfortunately, most women fall victim to products and styles not suitable for their coloring, age. Choose your makeup carefully and keep it light.

- There's little worse than having a conversation with someone who has foul-smelling breath. Keep a toothbrush and toothpaste in your desk in order to brush after eating. Use mouth fresheners if you smoke.

From bad breath to plunging necklines, slurping soup to presentation paralysis....a lot can go wrong at work. I will handle these issues in the coming articles.

Have a great day ahead!!