

**CRAFT YOUR  
IMAGE -  
WARDROBE  
AUDIT**

*Workbook*

**MODULE 3  
MASTERCLASS 5**





MY WARDROBE AUDIT

DATE

## 01 | PREPARE FOR YOUR WARDROBE EDIT

1. Print off your Style Profile so you have a clear vision of your image goals. ☐
2. Make your bed, clear the floor, and find enough space so you can pull out your clothing selections so you can lay them flat on the bed or even the floor. ☐
3. If you have a personal brand, is your profile photo a photo of yourself? If you are a non-personal brand, are you using a recognizable logo? ☐
4. Ensure you have all of your key wardrobe items washed and hung in your wardrobe, so you forget about key items you have in stock. ☐
5. Call up a friend or your accountability partner if you need a second opinion! ☐



## 02 | RE-ORGANISE YOUR WARDROBE :

**Divide your wardrobe into 2 sections:**

- Casual wear – clothing that is not appropriate or suitable for work. ☐
- Professional wardrobe items suitable for work can include your shoes, but it's not necessary to pull out all your accessories at this stage. ☐

**Then group sort your professional wardrobe into categories:**

- Jackets
  - Blouses
  - Pants/trousers
  - Dresses
  - Skirts
- ☐

## 03 | LOOK FOR THE FOLLOWING ITEMS :

Jackets that are good quality, cut and condition. ☐

Items that match your brand colours and style profile. ☐

*Note: If you have selected a soft neutral coloured blouse in your inspiration style file - look for a similar colour blouse or style top in your wardrobe. It may not be the same but may have a similar silhouette or look and feel like the one you have added to your wish list.*

**Good wardrobe essentials/basics:**

- Classic skirts, trousers, dresses. ☐
- Basic neutrals and colours to mix and match

Pull out any must have items and group them together in a new section. ☐

Lie any 'must have' items on your bed or even the floor so you can play with different combinations to see how they 'fit' together or relate to the things on your style file. ☐

Check for stains: If you haven't worn them for a while – check for stains, wear and tear, broken hemlines or pulled threads and get them dry cleaned or mended. ☐

Go through your undergarments. Ensure you choose good quality, well-fitting undergarments or even shapewear to help your clothes sit/fall better, give you seamless lines and the confidence of no lumps and bumps. ☐



## 04 | STOCK TAKE CHECK LIST

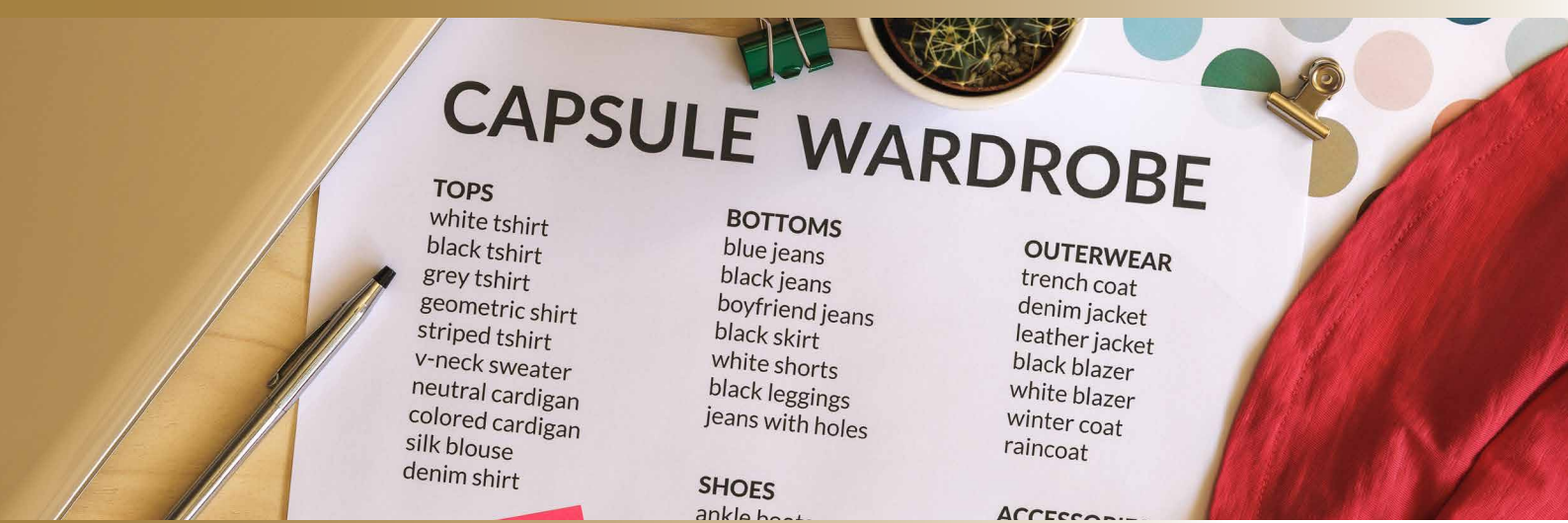
	YES	NO
Do you have 2 - 3 Jackets for every day wear that can be easily mixed and matched with your wardrobe staples?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a well cut basic black or navy (softer) jacket in your wardrobe?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a power suit or special jacket that makes you feel confident and empowered when you wear it?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any items that match or suit your brand palette to create a signature trademark look that matches your overall visual brand?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a selection of timeless basics that you can easily mix and match – timeless lines – that don't go out of style? <i>For example; Black or navy tailored pants, skirt or dresses.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a selection of blouses (at least 3 – 4 ) that match your brand palette and look flattering close to your face?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any soft, luxe, and easy-care fabrics that will add a feminine touch and look great teamed back with your wardrobe basics?	<input type="checkbox"/>	<input type="checkbox"/>
Are your wardrobe items in quality fabrics that wear well and maintain their look over time?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have 2 to 3 pairs of good quality shoes suitable for work that are not scuffed or damaged?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have 'extra' shoes dedicated to wearing only for special meetings, presentations or events?	<input type="checkbox"/>	<input type="checkbox"/>
<b>What accessories do you have that you can craft into your signature look?</b>		
• Glasses	<input type="checkbox"/>	<input type="checkbox"/>
• Shoes	<input type="checkbox"/>	<input type="checkbox"/>
• Handbag / Iphone Case	<input type="checkbox"/>	<input type="checkbox"/>
• Earrings or other jewellery	<input type="checkbox"/>	<input type="checkbox"/>



## 05 | MAKE YOUR SELECTIONS THEN ASK YOURSELF....

	YES	NO
Does this garment bring me joy?	<input type="checkbox"/>	<input type="checkbox"/>
Does it make me look and feel professional confident and empowered?	<input type="checkbox"/>	<input type="checkbox"/>
Does it fit with my style profile and how I want to be perceived as a leader?	<input type="checkbox"/>	<input type="checkbox"/>
Does it fit me well and is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is it suitable for my industry and profession?	<input type="checkbox"/>	<input type="checkbox"/>
Can I incorporate it to craft a signature or trademark look?	<input type="checkbox"/>	<input type="checkbox"/>
Is it easy to wash and wear?	<input type="checkbox"/>	<input type="checkbox"/>
Is it comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
Do you worry it may be out of fashion? If you think it might be, it probably is. So try to select timeless garments.	<input type="checkbox"/>	<input type="checkbox"/>
Does it work with other clothes that you have, or would you need to buy new items to make use of it?	<input type="checkbox"/>	<input type="checkbox"/>
Does it need to be altered before you can wear it? If so, get it altered or get rid of it.	<input type="checkbox"/>	<input type="checkbox"/>
Are you holding onto any items for sentimental reasons? If so, store those items elsewhere. And be choosy; only save things that really deserve it and will align to your new image and leadership style!	<input type="checkbox"/>	<input type="checkbox"/>
Is a beloved item still flattering but not in top condition? You might "demote" it to more casual use. A sweater can go from a go-out-to-dinner sweater to a hang-around-the-house sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Can it only be worn in a limited way? Like a shirt that's stained so it can only be worn under a jacket, or shoes that almost never work with anything in your wardrobe? Then don't include them in your final selections.	<input type="checkbox"/>	<input type="checkbox"/>





## 06 MAKE A SHOPPING LIST

Once your wardrobe edit is complete, take some quick photos of your garments on your Mobile. (*This is helpful when you go shopping for items to wear back with them.*) Then hang all your final selections up in one section of your wardrobe to make a go-to place for all your personal brand basics that will now be your professional wardrobe capsule.

**When done, you're ready to create a shopping list of items you need to build your professional wardrobe capsule or create your signature look.**



**07 | TOP TIPS**

**Curate a Consistent  
Image and Style or  
Even Create a  
SIGNATURE  
(Trademark) Look**

**Take Along Your Items Or Photos  
Of Your Key Wardrobe Selections**

**Textures Can Give a  
Luxe Feel to Your  
Wardrobe**

**Create a Relationship  
With The Store  
Manager or a Key  
Store Assistant**

**Search Online First for  
Your Missing Items to  
Narrow the Field and...**

**Choose Colours to  
Suit Your Brand  
Palette to Create a  
SIGNATURE  
Trademark Look**

**Choose Quality Fabrics  
and Brands that Last Over  
Cheaper Lower Quality  
Fabrics and Brands.**

**When You Find a Brand  
That Suits You and Fits  
Your Well, Stick To It!**