

THE SUMMER WORK OUTFIT CHECKLIST

25 Pieces for a Flawless Summer Office Wardrobe

TOPS (pick 6-8)

- ☐ Classic white fitted blouse
- ☐ Silk or satin cami (ivory / blush / slate)
- ☐ Linen button-down shirt
- ☐ Soft knit fitted top (neutral tone)
- ☐ Printed chiffon blouse
- ☐ Sleeveless structured top
- ☐ Off-shoulder workwear blouse

BOTTOMS (pick 4-5)

- ☐ Linen trousers (cream / stone / sage)
- ☐ Wide-leg tailored trousers
- ☐ Midi pencil skirt
- ☐ A-line knee-length skirt
- ☐ High-waist structured shorts (smart casual)

DRESSES (pick 3-4)

- ☐ Wrap midi dress
- ☐ Linen or cotton shirt dress
- ☐ Sleeveless sheath dress
- ☐ Printed flutter-sleeve dress

SHOES (pick 3-4)

- ☐ Pointed-toe kitten heels
- ☐ Block heel mules or sandals
- ☐ Strappy heeled sandals
- ☐ Leather loafers or ballet flats

ACCESSORIES (must-haves)

- ☐ Structured top-handle or tote bag
- ☐ Delicate gold hoop or stud earrings
- ☐ Dainty layered necklace
- ☐ Slim belt (nude / tan / black)
- ☐ Classic watch or bracelet
- ☐ Lightweight cardigan or blazer

OUTFIT FORMULA CHEAT SHEET

FORMULA 1

Silk Cami + Linen Trousers
Block Heel Mules + Mini Tote

FORMULA 2

Blouse + Midi Pencil Skirt
Pointed Flats + Structured Bag

FORMULA 3

Wrap Midi Dress (solo!)
Strappy Heels + Gold Earrings

FORMULA 4

Fitted Knit + Wide-Leg Trousers
Loafers + Layered Necklace

FORMULA 5

Shirt Dress + Slim Belt
Block Heels + Tote Bag

FABRIC GUIDE: SUMMER WINNERS

- Linen — Breathable, relaxed, SO chic
- Cotton — Classic, cool, wash-and-go
- Silk / Satin — Polished & office-luxe
- Tencel / Lyocell — Smooth drape, moisture-wicking
- Light Crepe — Structured without the heat

DESK-TO-DRINKS IN 5 MOVES

1. Ditch the blazer, add a crossbody
2. Swap flats for heeled sandals
3. Swipe on a bold lip colour
4. Add a statement earring
5. Let. Your. Hair. Down.

MORNING OUTFIT DECISION FLOWCHART

Answer each question and follow the arrow → your outfit is ready!



QUICK REMINDERS

- Always keep a blazer at the office for cold AC days
- A bold lip can elevate any outfit instantly
- Neutral shoes go with EVERYTHING — invest there first

You've got this, girl.

Save this checklist, print it, stick it on your wardrobe door, and never face a Monday outfit crisis again. Your summer work wardrobe is officially sorted. Now go look amazing. ♥