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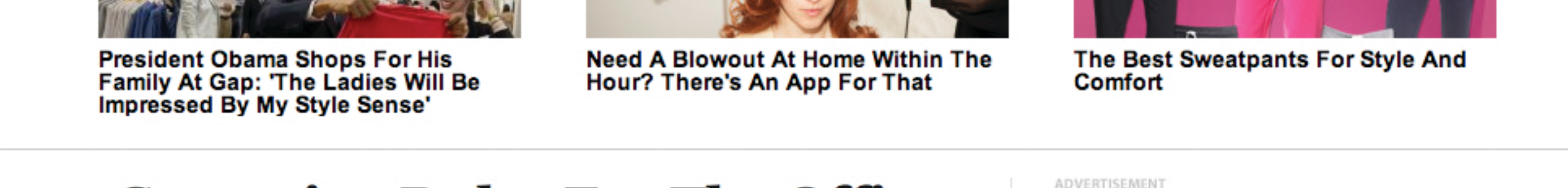
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12 Grooming Rules For The Office All Working Women Should Know

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It's pretty much common sense **not to wear belly-baring tops or short shorts to the office**. But the rules of workplace grooming, from self-tanner and concealer to nail art and shaving, are a little tougher to decipher.

So we bravely suspended all our pre-conceived notions about what's appropriate in the office and called up Lauren A. Rothman, author of the new book **"Style Bible: What to Wear to Work"** (and one of [our favorite HuffPost Style bloggers](#)).

"A first impression is made every day," Rothman told us, emphasizing that even the small details count. While every office environment is different and no list of rules is "one size fits all," Lauren has 12 helpful basic guidelines that women in traditional workplaces should be following. Are you getting all these rules right?

1. Cover those under eye circles. If you've got dark circles, it will make you look sleepy, committing a major workplace sin. "Don't look tired at the office," Lauren told us. "It doesn't help you."

2. Make sure your skin tone is even, i.e. grab that foundation. Or BB cream or CC cream or tinted moisturizer or whatever face makeup you prefer. Either way, Lauren said, "Get to at least a neutral face." Before leaving the house, stand five feet away from the mirror. Are there any parts that appear patchy? Any age spots or any zits? Cover up what you can see from five feet away.

3. Moisturize, moisturize, moisturize! Nobody wants to see dry, flaky skin. Plus, as Lauren pointed out to us, more hydrated skin will look more awake and fresh.

4. Mascara is a must. "Adding a little bit of mascara will help you look more awake," said Lauren, plus it makes your overall makeup look more polished.

5. Add some lip color. Whether it's a lip gloss or a subtle lip stain or more saturated lipstick, Lauren recommends a tint on your pout. "It will just draw a little attention to the one place on your face where words come out," she recommends, "and you want people to listen." A bright lip is only OK with a neutral eye.

6. Electric blue eyeshadow is a no-no. Or any other super bright, super noticeable eye makeup choices. Elaborate eye makeup is overdoing it.

7. No falsies. Ever. "If you're not on TV, you don't need to be wearing false eyelashes to work," Lauren said.

8. Keep your nails short, clean and neutral-colored. One of the biggest offenses is overly long, false nails or elaborate nail art. "If you're typing and you can hear your nails," Lauren told us, "that's when you know your nails are too long."

9. Go easy on the perfume. "Someone should not be able to smell you unless they come in for a hug," said Lauren. Plus, everyone has different scent preferences -- you don't want to be associated with a bad one. Some people are also allergic to certain perfumes. To that end, several offices have actually instituted no-perfume policies. Either way, said Lauren, "I really consider perfume to be like lingerie -- it's something for you to enjoy, and for somebody who comes in close."

10. Step away from the self-tanner. "Inevitably, most people mess up when they do a tanner," Lauren told us. A bronzing oil, which is a little more foolproof, is preferable if you really need that extra glow.

11. Shave your legs. "If you wear something that reveals your legs, then you must shave your legs," said Lauren. That's a hard and fast rule.

12. Cover up any skin issues that might make you self-conscious. Many people have eczema or other skin problems they just can't avoid. Lauren understands there are many ways to draw unwanted attention away from troublesome areas and offers advice from clothing strategy to makeup tips: "Let your best image and personality shine through, rather than creating an opportunity for people to judge."

While you're at it, **avoid these clothes:**

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MonkeyDaddy 533 Fans • Agent of Evolution ★ 21

The rule for men: button your fly.

14 OCT 2013 2:01 PM

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Robert S. (LongPeriod) 126 Fans ★

And I forget that sometimes.

14 OCT 2013 3:23 PM

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4 PEOPLE IN THE CONVERSATION Read Conversation →

earthmaderound 0 Fans ★ 16

Gee, it is SO annoying when women aren't fun to gaze on at work, isn't it? Doesn't it suck when your piece of female office eye candy looks tired or isn't wearing the right makeup to your taste? And gosh, the minute I saw that stubble on her legs, I knew she'd never close the Weinbacker merger. That's just no good businesswoman right there.

#It's off. When they can even THINK of as many comparable (and universally acknowledged / reinforced) rules for men in the workplace, I might consider this an unoppressive article.

15 OCT 2013 10:51 PM

REPLY FAVE SHARE MORE

jemkee 269 Fans • More than any micro-bio could hold, darlings. ★

They had a "grooming advice" article aimed at men a few weeks ago. Most of it boiled down to "be clean and trim your hair," yet quite a lot of men found it offensive and accused the writer of "man-hating."

http://www.huffingtonpost.com/2013/10/18/men-grooming-mistakes_n_4115165.html

13 NOV 2013 3:54 PM

REPLY FAVE SHARE MORE

tazmodious 248 Fans • Left Hand of Darkness ★ 10

Women, do take note that this was written by a woman, not a man.

14 OCT 2013 1:54 PM

REPLY FAVE SHARE MORE

Haley M. (Haley30) 191 Fans ★

Yes...because if it was written by a man it would include wearing low cut blouses, dresses/skirts and high heels.

14 OCT 2013 2:07 PM

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Renee P. (Renee_Pickup) 46 Fans ★ 7

Gag me. I do choose make up, but it's hardly anyone's business if anyone else does. If a woman doesn't want to wear make up she is not inappropriately groomed for the office! And please, no one with eczema or other skin issues needs a reminder that people stare at their skin conditions, I don't think it's "appropriate" to tell women they should find a way to cover it...

HuffPo, you are getting worse and worse at women's issues.

15 OCT 2013 1:39 PM

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devonia-rosia 0 Fans ★ 7

No. Why should women feel advised to change themselves physically for the eyes of others. At a workplace, you should be focused on new ideas, working well with others and putting in hard work to accomplish new goals- no where is "looking good" necessary. This further circulates judgement by others on how women appear in professional positions, instead of their business. It is inappropriate for anyone at work to be judged on how they look.

15 OCT 2013 1:43 PM

REPLY FAVE SHARE MORE

Rebecca_Mac 0 Fans ★ 6

I really just want to say thanks for this. I've been so concerned that I might be judged by my work ethic, the quality of work I produce or my intelligence and now I really understand it's all about the skin tone, baby!

I really needed the mascara and moisturizer pointers to help me look more awake because golly gee its so hard to be conscious of my surroundings at the office seeing as how I'm a girl and there's all this not fun work stuff around! I mean, is it shopping time yet??

And honestly, why focus on the outstanding project work I've done, the in-depth analysis I turned in last week or my excellent internal customer service skills when my yucky pimple is visible 5 feet away???

Heavens, ladies!

Did you know that the quality of your complexion is actually significantly more important that any substantive professional contribution you could make?

Now I know it's time to cover those flaws and make sure no one can judge me by the naturally-created-not-model-perfect horror that mars my every physical feature.

Thanks, Fox News Female Etiquette Guide...I mean HuffPost Social!

14 OCT 2013 7:19 PM

REPLY FAVE SHARE MORE

joannloraine 81 Fans ★ 6

Offensive, dark ages, sexist blather.

15 OCT 2013 12:39 AM

REPLY FAVE SHARE MORE

karadactyl 68 Fans • This was empty, now it's not. ★ 5

Make sure to not be yourself, ladies!

15 OCT 2013 11:18 AM

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Lucy K. (LuckyDucky12) 16 Fans ★ 5

Good good, I'd like to see men slather on make up to cover their dark circles.

Seriously? What are we trying to do? Make women so insecure they can never go out of the house without a mask of make up?

15 OCT 2013 8:52 PM

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Lottiotta 5 Fans ★ 4

It is a JOB. Your value in the workplace should be down to performance, not whether your legs are the right colour, holy carp.

15 OCT 2013 3:35 AM

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