Soul

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No.
06

The Work Capsule Edit

Business casual, decoded: thirty outfits from fifteen pieces.

Built by Camille

FIELD GUIDE · WORKBOOK · FORMULA CARDS · PRINTABLES

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Hi, I'm Camille.

This edit is for the Sunday night feeling of not knowing what to wear on Monday, and for every "business casual" that means something different in every office.

Work clothes have one job: let you forget about them and do yours. That takes fewer pieces than you think, as long as they fit, work together and suit your actual office.

Fifteen pieces, thirty outfits, a fit check and a build plan you can spread over three months. Most of it might already be in your closet.



your host, Camille

HOW THIS EDIT WORKS

The method, formulas and worksheets were written by the SOUL team. Dress codes vary by country, industry and employer; your own workplace policy always comes first. The photos show the mood; they are not customer results.

— Camille

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Everything in your kit.

Read the guide first, then use the tools that suit you. You don't need them all.

1

The field guide

Every work dress code decoded, the fifteen-piece capsule, thirty outfit formulas, fit and tailoring, fabrics, commute, video calls and big days.

2

The fillable workbook

Your office decoder, a capsule inventory, a four-week outfit calendar, an alterations list and a build budget. US Letter and A4.

3

Formula cards

Eight cut-out outfit formulas for the days you think least, plus blank cards for your own.

4

Door cards

The Monday morning check and the fit check, for the inside of your wardrobe door.



CAMILLE'S RULE

Start with what you own. Fill in the inventory before you buy a single piece; most people already have nine or ten of the fifteen.

Camille

Your first twenty minutes.

Your closet, your work calendar for next week and the workbook.

1. **Name your office**

   Find your dress code in chapter 1. If it isn't written down, look at what senior people wear on an ordinary day and on client days.

2. **Count what you have**

   Go through the fifteen-piece list in chapter 2 and tick what you already own in the right fit and colors. Write it on the inventory page.

3. **Plan next week**

   Pick five formulas from chapter 2 for your five days. Write them in the four-week calendar.

4. **Note the gaps**

   Missing pieces go on the build list, in order of how many outfits they unlock.

✦ TODAY'S FINISH LINE

Five outfits planned for next week from what you already own, and a short list of real gaps.

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The dress-code ladder.

From most to least formal. Most offices sit on one rung, with client days a rung higher.

DRESS CODE	WHAT IT USUALLY MEANS
Business formal	A matching suit (trousers or skirt) in a dark neutral, a shirt or shell, closed-toe heels or smart flats, minimal jewelry.
Business professional	Suits or tailored separates, a blazer most days, dresses with a jacket, polished shoes.
Business casual	Tailored trousers or skirts, blouses and knits, a blazer optional, dresses, loafers or block heels. Usually no jeans.
Smart casual	Business casual plus dark jeans, simple knits and smart trainers in some offices.
Casual or creative	Jeans, tees and trainers are fine; polish comes from fit and care, not formality.
Hybrid and remote	What shows on camera and what you need for office days. Chapter 5.

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The fifteen pieces.

A business-casual capsule. Coats, uniforms and specialist gear sit outside the count.

NO.	PIECE	ROLE
1	Navy blazer	Layer
2	Camel or neutral blazer	Layer
3	Fine-knit cardigan or sweater	Layer
4	White or ivory shirt	Top
5	Silk or satin shell	Top
6	Fine-knit top	Top
7	Plain tee or shell in your accent	Top
8	Straight tailored trousers	Bottom
9	Wide-leg trousers	Bottom
10	Midi or pencil skirt	Bottom
11	Dark jeans or chinos	Bottom
12	Knit or sheath dress	One piece
13	Loafers or smart flats	Shoes
14	Block heels or pumps	Shoes
15	Structured tote	Bag

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The fit check.

Check these in a mirror, in the shoes you'll actually wear.

PIECE	IT FITS WHEN...
Blazer	The shoulder seam ends at your shoulder bone, sleeves reach the wrist bone, and it buttons without an X of pulling.
Shirt	No gaping between buttons when you reach forward. If the bust fits and the waist is loose, the waist can be taken in.
Trousers	No pulling across the pockets or the front; the rise sits where you like it; the hem suits the shoes you wear most.
Skirt	You can sit, climb stairs and get into a car without it riding up past where you're comfortable.
Dress	You can lift your arms and sit down without the neckline or hem moving too far.

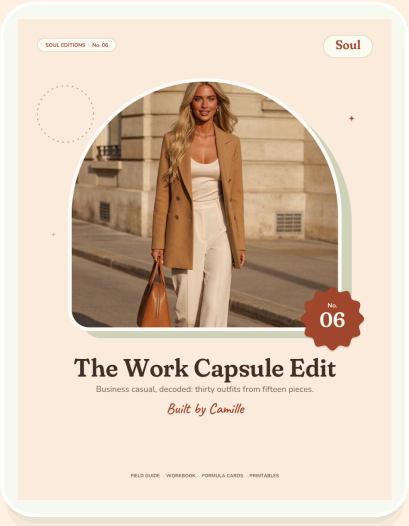
✦ SHOP FOR YOUR WIDEST POINT

Buy for the part of your body that's hardest to fit (shoulders, bust or hips), then have the rest taken in. Taking in is easy; letting out is often impossible.

Soul · SOUL EDITIONS · No. 06

You've read 7 of 30 pages.

The rest of The Work Capsule Edit is one tap away.



IN THE FULL EDIT

- ◯ The field guide
- ◯ The fillable workbook
- ◯ Formula cards
- ◯ Door cards

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