

OUTFIT FORMULAS® 

**CLOSET STAPLES CASUAL
CAPSULE WARDROBE BUILDER**

SHOPPING LIST

SHOPPING LIST

Tops:

- Gray T-Shirt (Spring/Summer/Fall)
 - Striped Long Sleeve Shirt (Spring/Fall/Winter)
 - Navy Sweater (Spring/Fall)
 - Chambray Button Down (Spring/Summer/
Fall/Winter)
 - White Tank Top (Spring/Summer)
 - Floral Top (Spring/Summer/Fall)
 - White T-Shirt (Spring/Summer/Fall/Winter)
 - Navy T-Shirt (Summer)
 - Striped Short Sleeve Shirt (Summer)
 - Cream Pullover Sweater (Fall/Winter)
 - Gray Pullover Sweater (Fall/Winter)
 - Black Turtleneck Sweater (Winter)
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Bottoms:

- Olive Jeans (Spring)
 - Olive Shorts (Summer)
 - White Jeans (Spring)
 - White Shorts (Summer)
 - Blush Jeans (Spring) - Optional
*You may substitute light wash jeans or a
different colored denim.*
 - Boyfriend Jeans (Spring)
 - Boyfriend Shorts (Summer)
 - Gray Jeans (Fall/Winter)
 - Burgundy Jeans (Fall/Winter)
 - Black Jeans (Fall/Winter)
 - Dark Wash Jeans (Fall/Winter)
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Dresses:

- Tank Style Dress (Summer)
- Neutral Sweater Dress (Winter)

Jackets/Sweaters:

- Denim Jacket (Spring/Summer/Fall)
 - Gray Cardigan (Spring/Fall/Winter)
 - Utility Jacket (Spring/Fall)
 - Beige Cardigan (Spring/Fall/Winter)
 - Bright Cardigan (Spring/Summer)
 - Black Parka (Winter)
 - Wool Coat (Winter)
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Shoes:

Choose the type of shoes that work best for your lifestyle.

- Gold Sandals (Spring/Summer)
 - Gold Sneakers (Spring/Summer)
 - Leopard Flats (Spring/Fall)
 - Leopard Sneakers (Spring/Summer/Fall)
 - Leopard Booties (Winter)
 - Taupe Ankle Boots (Spring/Fall)
 - Neutral Wedges (Spring/Summer)
 - Yellow Sandals (Summer)
 - Black Ankle Boots (Fall/Winter)
 - Cognac Riding Boots (Fall/Winter)
 - Black Winter Boots (Winter)
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Accessories:

- Leopard Belt (Spring/Fall/Winter)
- Black Purse (Spring/Fall/Winter)
- Red Purse (Spring/Summer/Fall/Winter)
- Layered Necklaces (Spring/Summer/Fall/Winter)
- Stud Earrings (Spring/Summer/Fall/Winter)
- Navy Floral or Printed Scarf (Spring/Fall)
- Taupe Purse (Spring/Fall)
- Tassel Necklace (Spring/Summer/Fall/Winter)
- Cognac Tote (Spring/Summer/Fall/Winter)
- Black Floral or Printed Scarf (Fall/Winter)
- Plaid Scarf (Winter)
- Hoop Earrings (Spring/Summer/Fall/Winter)
- Black Tights (Winter)

COLOR COORDINATION NOTES:

You're welcome to go with the color palette of your choosing if you follow these color coordination rules:

Floral Top: Blush Jeans, Bright Cardigan, Olive Bottoms
Navy Floral Scarf: Navy Sweater, Blush Jeans

Tank Dress: Yellow Sandals
Bright Cardigan: Floral Blouse

Black Floral Scarf: Burgundy Jeans
Plaid Scarf: Navy Sweater

All other pieces are neutrals or will be paired up with neutrals and will coordinate with one another.

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

The GYPO Quarterly Closet Clean Up

Starting the season out with a prepped closet is one of the best gifts you can give to yourself. You have to know what you have to determine what you need. My recommendation is to go through these steps once a season. After you complete it the first time, each time thereafter should get easier. This guarantees that you curate a closet full of only the pieces you wear and love.

STEP 1:

Find three medium to large boxes and label them CASH, STASH and TRASH. If you don't have boxes on hand, trash bags will do.

In each box, you will categorize the following:

CASH: These are items that can be sold or donated. They are in good condition, but you haven't worn them in a year or more and will probably never wear them again.

TRASH: Anything stained, worn out or damaged beyond repair.

STASH: This is clothing purgatory. Put anything in here that you haven't worn in two seasons but don't want to part with. This will go into storage, at least for now. Let's call this the "maybe" box.

STEP 2:

Pull every item out of your closet one by one, including shoes, handbags and scarves or other accessories. Find a category for each item and place it in its respective box. All items that you decide to keep can be put in a pile on your bed for now.

BUT HOW DO I KNOW WHAT TO KEEP???

- Have I worn it in the past year?
- Is it a classic piece that will stay in style?
- Is it still in good condition?
- Can I pair it up in more than one way?
- Do I feel good when I wear this?
- Does it fit?

If you answered "no" to one or more of the questions above, it's probably not a keeper. But you can always put it in the STASH box and store it for now. If you're still thinking about it within the next six months, pull it out of the box and use it. If not, tape up the box and donate it.

STEP 3:

Once you're done categorizing what you have, it's time to organize what's left in your KEEP pile.

Most people have a preferred method of organizing their clothing. Mine is hanging it in groups of like items (short-sleeved shirts, cardigans, blouses, denim, dress pants, skirts, dresses, etc.) Others prefer to sort by color. It really doesn't matter as long as it makes sense to you and you know where to find everything.

If you don't have velvet covered hangers yet, run, don't walk to replace and upgrade your hangers TODAY!

Once you've completed the above steps, you'll be in a GREAT position to rebuild your wardrobe. Pay attention to items that you need to replace or upgrade and also any gaps in your wardrobe. These are the items you will want to have on your shopping list.

Carve out an afternoon for your own closet cleanse. Report back and let me know how it goes!

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Tops

1. GRAY T-SHIRT



SAMPLE OUTFIT:

Short sleeved light gray t-shirt is styled.

SUBSTITUTION:

Any gray long or short sleeved t-shirt.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Summer, Fall

2. STRIPED LONG SLEEVE SHIRT



SAMPLE OUTFIT:

Black and white long sleeved shirt is styled.

SUBSTITUTION:

Any long or short sleeved striped top.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Fall, Winter

3. NAVY SWEATER



SAMPLE OUTFIT:

Navy lightweight sweater is styled.

SUBSTITUTION:

Any navy sweater.

COLOR COORDINATION:

One floral/printed scarf.

SEASONS USED IN:

Spring, Fall

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Tops

4. CHAMBRAY BUTTON DOWN



SAMPLE OUTFIT:

Long sleeved medium wash chambray button down is styled.

SUBSTITUTION:

Any chambray button down shirt. You may also sub a denim jacket or a short sleeved chambray shirt.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Summer, Fall, Winter

5. WHITE TANK TOP



SAMPLE OUTFIT:

A white scoop neck tank top is styled.

SUBSTITUTION:

Any white tank or layering top.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Summer, Fall

6. FLORAL TOP



SAMPLE OUTFIT:

Floral top with black background is styled.

SUBSTITUTION:

Any printed top that follows color coordination.

COLOR COORDINATION:

Blush jeans, bright cardigan, olive bottoms.

SEASONS USED IN:

Spring, Summer, Fall

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Tops

7. WHITE T-SHIRT



SAMPLE OUTFIT:
White v-neck t-shirt is styled.

SUBSTITUTION:
Any style white t-shirt, long or short sleeved.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Summer, Fall, Winter

8. NAVY T-SHIRT



SAMPLE OUTFIT:
Navy twist front t-shirt is styled.

SUBSTITUTION:
Any navy tee or top.

COLOR COORDINATION:
None.

SEASONS USED IN:
Summer

9. STRIPED SHORT SLEEVE SHIRT



SAMPLE OUTFIT:
Black and white striped short sleeved t-shirt is styled.

SUBSTITUTION:
Any striped tee or top.

COLOR COORDINATION:
None.

SEASONS USED IN:
Summer

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Tops

10. CREAM PULLOVER SWEATER



SAMPLE OUTFIT:

Cream cableknit pullover sweater is styled.

SUBSTITUTION:

Any neutral pullover sweater.

COLOR COORDINATION:

None.

SEASONS USED IN:

Fall, Winter

11. GRAY PULLOVER SWEATER



SAMPLE OUTFIT:

Light gray cableknit pullover sweater is styled.

SUBSTITUTION:

Any neutral pullover sweater.

COLOR COORDINATION:

None.

SEASONS USED IN:

Fall, Winter

12. BLACK TURTLENECK SWEATER



SAMPLE OUTFIT:

Lightweight black turtleneck sweater is styled.

SUBSTITUTION:

Any black sweater or cowl neck.

COLOR COORDINATION:

None.

SEASONS USED IN:

Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Bottoms

1. OLIVE JEANS



SAMPLE OUTFIT:
Olive skinny jeans are styled.

SUBSTITUTION:
Slim fitting olive jeans or pants.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring

2. OLIVE SHORTS



SAMPLE OUTFIT:
Olive shorts are styled.

SUBSTITUTION:
Any olive shorts, capris or jeans.

COLOR COORDINATION:
None.

SEASONS USED IN:
Summer

3. WHITE JEANS



SAMPLE OUTFIT:
White skinny jeans are styled.

SUBSTITUTION:
Any slim fitting white jeans, pants or capris.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Bottoms

4. WHITE SHORTS



SAMPLE OUTFIT:

White denim shorts are styled.

SUBSTITUTION:

Any white shorts, capris or jeans.

COLOR COORDINATION:

None.

SEASONS USED IN:

Summer

5. BLUSH JEANS



SAMPLE OUTFIT:

Blush skinny jeans are styled.

SUBSTITUTION:

Light wash jeans or any other colored denim that follows color coordination.

COLOR COORDINATION:

Navy floral scarf.

SEASONS USED IN:

Spring

6. BOYFRIEND JEANS



SAMPLE OUTFIT:

Medium wash boyfriend jeans are styled.

SUBSTITUTION:

Any wash boyfriend jeans or jeans that can be cuffed.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Bottoms

7. BOYFRIEND SHORTS



SAMPLE OUTFIT:

Medium wash boyfriend shorts are styled.

SUBSTITUTION:

Any wash boyfriend shorts or denim shorts.

COLOR COORDINATION:

None.

SEASONS USED IN:

Summer

8. GRAY JEANS



SAMPLE OUTFIT:

Light gray skinny jeans are styled.

SUBSTITUTION:

Any slim fitting gray jeans.

COLOR COORDINATION:

None.

SEASONS USED IN:

Fall, Winter

9. BURGUNDY JEANS



SAMPLE OUTFIT:

Burgundy skinny jeans are styled.

SUBSTITUTION:

Any slim fitting burgundy jeans or pants.

COLOR COORDINATION:

Black floral scarf.

SEASONS USED IN:

Fall, Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Bottoms

10. BLACK JEANS



SAMPLE OUTFIT:
Black skinny jeans are styled.

SUBSTITUTION:
Any slim fitting black jeans or pants.

COLOR COORDINATION:
None.

SEASONS USED IN:
Fall, Winter

11. DARK WASH JEANS



SAMPLE OUTFIT:
Dark wash skinny jeans are styled.

SUBSTITUTION:
Any slim fitting dark wash jeans.

COLOR COORDINATION:
None.

SEASONS USED IN:
Fall, Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Dresses

1. TANK DRESS



SAMPLE OUTFIT:
Turquoise tank dress is styled.

SUBSTITUTION:
Any solid tank or maxi dress.

COLOR COORDINATION:
Yellow sandals.

SEASONS USED IN:
Summer

2. NEUTRAL SWEATER DRESS



SAMPLE OUTFIT:
Gray sweater dress is styled.

SUBSTITUTION:
Any neutral sweater dress.

COLOR COORDINATION:
None.

SEASONS USED IN:
Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Jackets/Sweaters

1. DENIM JACKET



SAMPLE OUTFIT:

Medium wash denim jacket is styled.

SUBSTITUTION:

Any denim jacket or vest. You can also sub the chambray shirt.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Summer, Fall

2. GRAY CARDIGAN



SAMPLE OUTFIT:

Dark gray long cardigan is styled.

SUBSTITUTION:

Any neutral cardigan.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Fall, Winter

3. UTILITY JACKET



SAMPLE OUTFIT:

Olive utility jacket is styled.

SUBSTITUTION:

Any neutral lightweight utility jacket.

COLOR COORDINATION:

None.

SEASONS USED IN:

Spring, Fall

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Jackets/Sweaters

4. BEIGE CARDIGAN



SAMPLE OUTFIT:
Beige long cardigan is styled.

SUBSTITUTION:
Any neutral long cardigan.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Fall, Winter

5. BRIGHT CARDIGAN



SAMPLE OUTFIT:
Coral long cardigan is styled.

SUBSTITUTION:
Any bright cardigan that follows
color coordination rules.

COLOR COORDINATION:
Floral top.

SEASONS USED IN:
Spring, Summer

6. BLACK PARKA



SAMPLE OUTFIT:
Black parka with fur trimmed
hood is styled.

SUBSTITUTION:
Any black coat.

COLOR COORDINATION:
None.

SEASONS USED IN:
Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Jackets/Sweaters

7. WOOL TOPCOAT



SAMPLE OUTFIT:

Camel wool topcoat is styled.

SUBSTITUTION:

Any wool topcoat.

COLOR COORDINATION:

None.

SEASONS USED IN:

Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Shoes

1. GOLD SANDALS



SAMPLE OUTFIT:
Gold gladiator style sandals are styled.

SUBSTITUTION:
Any metallic sandals, flats or wedges.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Summer

2. GOLD SNEAKERS



SAMPLE OUTFIT:
Gold slip on sneakers are styled.

SUBSTITUTION:
Any metallic sneakers, sandals, flats or wedges.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Summer, Fall

3. LEOPARD FLATS



SAMPLE OUTFIT:
Leopard ballet flats are styled.

SUBSTITUTION:
Any leopard flats.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Fall

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Shoes

4. LEOPARD ANKLE BOOTS



SAMPLE OUTFIT:
Leopard ankle boots are styled.

SUBSTITUTION:
Any leopard flats or heels or sub taupe or black ankle boots if you want to skip this item.

COLOR COORDINATION:
None.

SEASONS USED IN:
Winter

5. TAUPE ANKLE BOOTS



SAMPLE OUTFIT:
Taupe ankle boots are styled.

SUBSTITUTION:
Taupe flats.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Fall, Winter

6. NEUTRAL WEDGES



SAMPLE OUTFIT:
Neutral wedge sandals are styled.

SUBSTITUTION:
Any neutral flats or wedges.

COLOR COORDINATION:
None.

SEASONS USED IN:
Spring, Summer

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Shoes

7. YELLOW SANDALS



SAMPLE OUTFIT:

Yellow flat sandals are styled.

SUBSTITUTION:

Any bright sandals or flats that follow color coordination rules.

COLOR COORDINATION:

Tank dress (coordinate, don't match).

SEASONS USED IN:

Summer

8. BLACK ANKLE BOOTS



SAMPLE OUTFIT:

Black ankle boots are styled.

SUBSTITUTION:

Any black booties.

COLOR COORDINATION:

None.

SEASONS USED IN:

Fall, Winter

9. COGNAC RIDING BOOTS



SAMPLE OUTFIT:

Cognac riding boots are styled.

SUBSTITUTION:

Any riding boots.

COLOR COORDINATION:

None.

SEASONS USED IN:

Fall, Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Shoes

10. BLACK WINTER BOOTS



SAMPLE OUTFIT:

Black UGG winter boots are styled.

SUBSTITUTION:

Any warm black winter boots.

COLOR COORDINATION:

None.

SEASONS USED IN:

Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Accessories

1. LEOPARD BELT



SAMPLE OUTFIT:
Leopard skinny belt is styled.

SUBSTITUTION:
Cognac or black belt or skip it.

SEASONS USED IN:
Spring, Fall, Winter

2. BLACK PURSE



SAMPLE OUTFIT:
Black satchel style purse
is styled.

SUBSTITUTION:
Any black or neutral purse.

SEASONS USED IN:
Spring, Fall, Winter

3. RED PURSE



SAMPLE OUTFIT:
Red satchel style purse
is styled.

SUBSTITUTION:
Any red purse or sub a
neutral purse.

SEASONS USED IN:
Spring, Summer, Fall, Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Accessories

4. LAYERED NECKLACES



SAMPLE OUTFIT:
Gold layering necklaces
are styled.

SUBSTITUTION:
Any layering necklaces in your
choice of metal.

SEASONS USED IN:
Spring, Summer, Fall, Winter

5. STUD EARRINGS



SAMPLE OUTFIT:
White druzy stud earrings
are styled.

SUBSTITUTION:
Any neutral stud earrings.

SEASONS USED IN:
Spring, Summer, Fall, Winter

6. NAVY FLORAL OR PRINTED SCARF



SAMPLE OUTFIT:
Navy, blush and cream floral
scarf is styled.

SUBSTITUTION:
Any printed scarf that
coordinates with navy sweater
and blush jeans.

SEASONS USED IN:
Spring, Fall

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Accessories

7. TAUPE PURSE



SAMPLE OUTFIT:
Taupe satchel style purse
is styled.

SUBSTITUTION:
Any neutral purse.

SEASONS USED IN:
Spring, Fall

8. TASSEL NECKLACE



SAMPLE OUTFIT:
Gold tassel necklace is styled.

SUBSTITUTION:
Any style pendant necklace in
your choice of metal.

SEASONS USED IN:
Spring, Summer, Fall, Winter

9. COGNAC TOTE



SAMPLE OUTFIT:
Cognac leather tote is styled.

SUBSTITUTION:
Any neutral purse or tote.

SEASONS USED IN:
Spring, Summer, Fall, Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Accessories

10. BLACK FLORAL OR PRINTED SCARF



SAMPLE OUTFIT:
Black and pink floral scarf
is styled.

SUBSTITUTION:
Any printed scarf that coordinates
with burgundy jeans.

SEASONS USED IN:
Fall, Winter

11. PLAID SCARF



SAMPLE OUTFIT:
Multi colored plaid scarf is styled.

SUBSTITUTION:
Any printed infinity or regular
scarf that coordinates with navy
sweater.

SEASONS USED IN:
Winter

12. HOOP EARRINGS



SAMPLE OUTFIT:
Gold wire hoops are styled.

SUBSTITUTION:
Any hoop earrings in your
choice of metal.

SEASONS USED IN:
Spring, Summer, Fall, Winter

CLOSET STAPLES CASUAL CAPSULE WARDROBE BUILDER

Accessories

13. BLACK TIGHTS



SAMPLE OUTFIT:

Black tights are styled.

SUBSTITUTION:

Black solid or patterned tights or leggings.

SEASONS USED IN:

Winter