

# How to Boost Your Reputation at Work Without Stepping on Any Toes

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NEW YORK (MainStreet (<http://www.mainstreet.com>)) - Maintaining your reputation at work could be just as important as meeting the deadlines and challenges of your current project.

You can stay one step ahead of your co-workers by establishing a balance of being cautious while also maintaining your personality, which can boost your reputation in the office and across social media.

Always respect the corporate culture and follow the lead of your co-workers when it comes to appearance. If you are ever in doubt about what to wear, always dress a step above what

you think you should wear, said Jacqueline Whitmore, an etiquette expert and the founder of The Protocol School of Palm Beach, Fla.

“When it comes to clothing, dress for your client’s comfort, not your own,” she said. “Familiarize yourself with the office environment and pay attention to the people around you, especially those in a position above you.”

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In this era where image is even more critical, embrace the fact that appearance matters instead of hating it. First impressions still matter, so while it sounds old school, dressing the part “telegraphs what people can expect from you,” said April Masini, who writes an advice column.

If you prefer to dress less formally and choose more “out of the box styles,” other people will expect you to be more creative, she said.

“If you’re wearing the best that Brooks Brothers has to offer, you’re going to fit in at most board meetings and people will expect you to be successful,” Masini said.