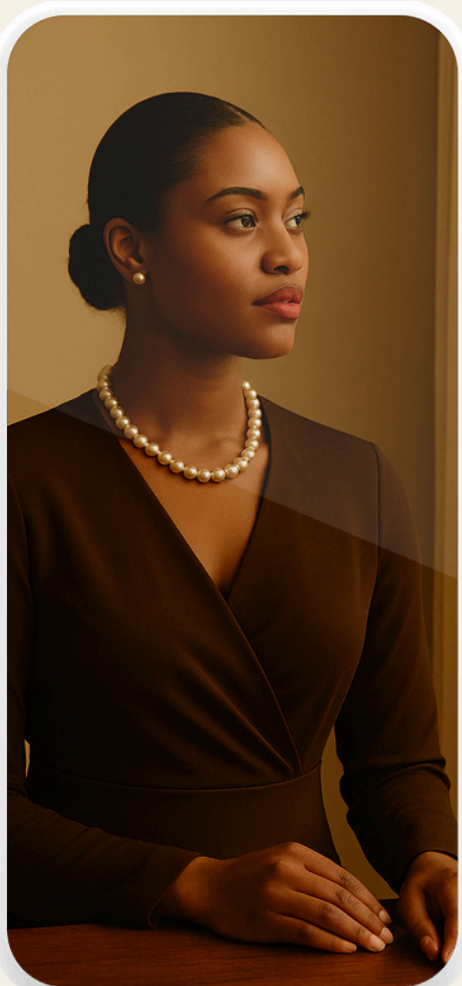


THE ELEGANT STARTER GUIDE

Your Guide to Everyday Elegance
Habits, scripts, and dining basics for quiet confidence





How to use this guide

Start with the daily habits. Use the polite scripts when you need the words. Keep the dining page to practice during meals out. The last page is a 60-second reset you can do anytime.



Quick Start Plan (7 days)

Morning

posture check, three deep breaths, one intentional outfit detail.

01

Midday

phone face down at meals, send one kind message

02

Evening

five-minute tidy, lay out tomorrow's outfit.

03

Practice greeting

learn and use a new name today.

04



Use one script this week:
a polite correction or a
graceful exit line.

05

Try one dining tip at
your next meal.

06

Reflect on one win at
night. Small wins build
confidence.

07

10 Daily Elegant Habits

1. Stand tall: ears over shoulders, chin level.

2. Keep your hands still when others speak.

3. Walk a little slower than usual.

4. Speak clearly, a touch softer than average.

5. Greet first and learn names.

6. Arrive on time; send a quick update if delayed.

7. Phone away at the table.

8. Neat grooming: shoes clean, nails tidy, subtle scent.

9. Tidy as you go; leave spaces better than you found them.

10. Say thank you in the moment; send quick notes when due.



Dining Cheat Sheet

Napkin: open fully on your lap. If you step away, leave it on your chair. At the end, place it to the left of the plate.

Cutlery: work from the outside in; rest in an inverted V between bites.

Soup: spoon away from you; sip quietly from the side.

Ordering: be prepared, ask questions politely, and hand menus back to the server after your order.

Sending food back: be brief and polite; give the server a chance to fix it.

Bread: tear a small piece and butter only that piece.

Glasses

water above the knife, wine to the right.



Confident Communication Scripts

Polite correction	“Actually, a small note... clear next time.”
Name preference	“I go by Quinta, thanks.”
Boundary	“I’m not able to do that, but I appreciate you asking.”
Late reply	“Sorry for the delay. Here’s what I can do next...”
Declining a topic	“I’d rather not discuss that. How is your week going?”
Graceful exit	“I’ll let you mingle. Lovely talking with you.”



Greetings & Introductions

GREETING:

Smile, eye contact, simple opener. “Hello, I’m Quinta. Lovely to meet you.”

INTRODUCE OTHERS:

Higher to lower authority first. “Ms. Sarah, may I introduce my colleague Ewi?”

REMEMBER NAMES:

REMEMBER NAMES:

Repeat once. “Lovely to meet you, Kasia.”

GROUPS:

Greet the group, then the nearest person by name.



Mini Wardrobe: 3-Piece Everyday Uniform

Base: simple dress or top + tailored bottom.

Layer: light blazer, cardigan, or trench.

Polish: clean shoes, small earrings, neat bag

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Choose 2–3 base colours and repeat. Care beats quantity. Repair before replacing.



60-Second Reset (anytime)

- ✓ Breathe: in for 4, hold 2, out for 4
- ✓ Posture: stand tall; relax shoulders.
- ✓ Face: soften eyes, gentle smile.
- ✓ Hands: still and open
- ✓ Voice: one-beat pause before you speak.
- ✓ Phone: face down if with others.

If you'd like a personalised guidance, I'd love to support you with a 1:1 session. **Click here** for more details.”



