

hopelessness  
exhaustion  
imposter  
identity

# UnFunkt™ Reflection WORKBOOK

frustration  
blame  
praise  
isolation  
survivor  
overwhelm  
judgment  
fear  
confusion

**Jaime Marco**

# WELCOME

## Before the Moves... Get in the Mindset

*You've got the book, and now you're holding the space to make it real.  
This workbook is your chance to slow down, reflect, and bring the ideas to life.*

### Why writing matters:

Science shows we remember more when we write things down by hand. Typing is fine for speed, but writing slows you down just enough to process. That pause is where intention and memory meet, and that's the heart of UnFunk™.

### How to use this workbook:

- *Work through the Micro-Moves in order, or flip to the one you need most today.*
- *Read the reflection prompts and take your time writing your answers.*
- *Be honest. This is for you, not anyone else.*
- *Use the "Spark Checks" as quick challenges to bring the moves to life in real time.*
- *This isn't about perfect answers; it's about honest ones. Your thoughts. Your energy. Your vibe.*

So grab a pen, take a breath, and let's begin.

*"Little moves create a big impact,  
but only when you pause long enough  
to make them."*

— Jaime Marco

### Get UnFunk™: The Three Steps That Change Everything

Before we dive into the micro-moves, here's your truth. Every shift, every breakthrough, every "aha" moment starts with three simple steps.

## Pause. Shift. Spark.

**Pause** —Take a breath before reacting, replying, or spiraling. This is where awareness begins.

**Shift** — Choose what comes next: your words, your tone, your energy. This is where intention takes shape.

**Spark** — Do one small thing that lights someone else up, or reignites something in you. This is where connection spreads.

When you pause to notice, shift with purpose, and spark something good, you don't just change your moment—you change the room. That's how we get UnFunk™

*This week, notice how your vibe changes when you pause, smile, or reset before entering a space.*

# REFLECTION

## Bring the Vibe, Be the Vibe

*Your energy sets the tone. Is it lifting the room or draining it?*

*Connection isn't just something you feel, it's something you create.  
Let's put that into motion:*

1. Who in your life leaves you feeling more energized after spending time with them and who leaves you feeling drained?

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2. If others could describe your presence in one word, what would you hope they say? Is it the same energy you're currently giving?

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3. What's one question you could ask that opens the door to real conversation beyond "How are you?"

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*(Think: "What's been the high point of your week so far?" or "What's something you're proud of today?")*

4. Use the "1 to 10" scale, what's your number today? \_\_\_\_\_ What would make it go .25 higher?

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5. What boundaries or shifts might help you protect your energy while staying true to who you are?

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6. What's one small ritual or micro-move you can use to reset your energy throughout the day so you show up as the person you want to be, not just the person you feel like in the moment?

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# REFLECTION

## Pause with Purpose

### Spark Check

*Catch yourself in the moment before you react. Take one breath, then choose your response. See what shifts.*

*When life feels nonstop, a pause is not a luxury; it's a strategy.  
Let's take what you've read and bring it into real life.*

1. When was the last time you felt emotionally hijacked?

What was the situation? What triggered it? What was your immediate reaction?

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2. What could you have changed if you had paused first?

Shed the funk? What could you have said or done differently with a few seconds of space?

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3. List three micro-moves that help you reset.

These could be deep breaths, grounding phrases, or even physical gestures.

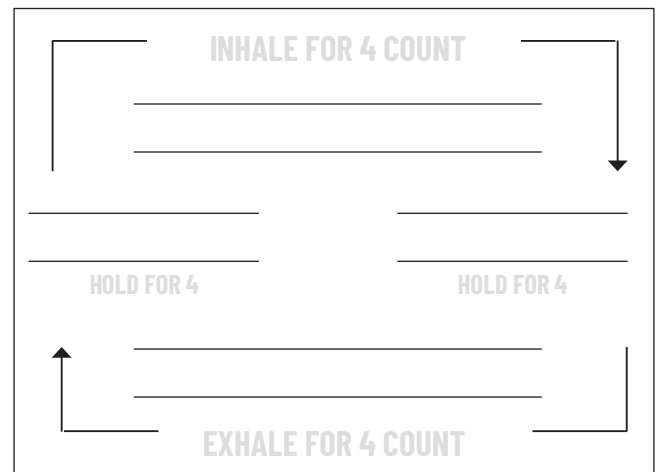
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4. Implement Box Breathing:

Start Small: Begin with a few minutes each day, gradually increasing as comfort with the technique grows.

- Consistency is Key: Regular practice enhances the benefits, making it easier to employ the technique during stressful situations.
- Use as Needed: Beyond daily practice, box breathing can be a go-to tool in moments of acute stress, providing immediate relief and clarity.



5. Write a grounding sentence you can use this week. Example: "I have time to respond, not just react."

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*Keep this page handy. The more often you return to it, the easier the pause becomes.*

Listen to your own words today. Swap one autopilot phrase for something that uplifts or connects instead.

# REFLECTION

## Words Matter. Choose Wisely.

*The words you choose can build bridges or walls.  
Let's turn awareness into actions, because the words you speak  
shape the culture around you.*

1. What's one phrase you catch yourself saying that might unintentionally limit, discourage, or shut someone down?

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*(Think tone, timing, or word choice. Even a good intention can land wrong.)*

2. Now rewrite that phrase.

How can you say it in a way that empowers, includes, or uplifts? Try a reframe that feels real, not robotic.

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3. Think back to a moment when someone's words lit a fire in you.

What did they say? How did it land? More importantly, how did it make you feel seen, valued, or motivated?

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4. Practice the "Even Better" shift. Who can you lift this week by using the simple phrase:

"You're doing great, and you know what would make it even better?"

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*Words matter. Write, reflect, and revisit this page  
whenever your conversations start feeling stale or when you need to reset your impact.*

# REFLECTION

## Compare – Just Don't

*Comparison steals joy. Your journey is yours alone.  
Let's flip the lens, because the only path that matters is yours.*

### Spark Check

*When you catch yourself scrolling or comparing, stop and name one thing you genuinely love about your own journey.*

1. What's one area of your life where comparison shows up most often?  
(Social media? Career? Parenting? Your relationship? Your pace?)

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2. How does that comparison actually make you feel? Is it pushing you forward or quietly draining your joy?

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3. List three things you're genuinely proud of in your own journey right now. (Big or small; progress is personal.)

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2. 

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3. 

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4. When was the last time someone reflected something good back to you, something they admired, or appreciated?  
What did they say? Did you let it land?

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5. Try this mantra this week: "I don't need to match their pace. I just need to honor my own path."  
Say it. Write it. Live it. Especially when the scroll starts to whisper.

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# REFLECTION

## Fuel Others with Appreciation

*Recognition turns good moments into lasting connection.  
Let's put this into action:*

### Spark Check

*Pick one person each day  
this week and tell them  
something specific you  
appreciate about them.  
Watch what  
happens.*

1. Who's one person you deeply appreciate but haven't told lately? How can you show them you see who they are, not just what they do?

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2. What's one small, specific detail you've learned about someone? Like their favorite snack, drink, or hobby that you could reflect back to them this week as a form of appreciation?

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3. When was the last time you felt genuinely appreciated? What made it meaningful and did it have anything to do with someone honoring your preferences or personality?

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4. What's the story behind your name and how would it feel if someone took the time to ask or remember it? Now flip it. Whose name do you want to learn (or say correctly) this week?

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5. This week, choose one person a day and fuel them with appreciation that fits them. Not how you like to receive it, but how they do.

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# REFLECTION

## Be Intentional by Default

### Spark Check

*Before your next meeting or conversation, take ten seconds to set an intention for how you want to show up.*

*If you don't set your focus, distractions will set it for you.*

*Before your next interaction, whether it's a conversation with a friend, a family dinner, or even a quick chat in the office, set a clear intention by asking yourself...*

1. What outcome or feeling do I want to create, for myself and for others?

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2. How can I intentionally shift the way I showed up?

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3. Where in my life have I been operating on autopilot and what would it look like to show up with intention instead?

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# REFLECTION

## Normalize Asking for Help

### Spark Check

*Ask for help at least once this week, even with something small. Let someone else's strength meet yours.*

*Strong people don't do it all alone; they know when to lean in.*

1. Where in your life do you silently carry the pressure to “have it all together?”  
What would shift if you let go of that expectation?

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2. Who's someone in your circle, personal or professional, you can lean on this week?  
Whether it's a small task or a big lift, what would it look like to invite them in?

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3. Craft your go-to help statement. What's one sentence you can use when the moment arises?  
(e.g., “I'm stuck - could I borrow your brain for a minute?” or “Can I run something by you?”)

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4. Flip the perspective: When was the last time someone asked you for help and it made you feel trusted, needed, or honored? What does that say about the courage it takes to ask?

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5. Rewrite the internal narrative. Fill in this blank with your own truth:

“Asking for help is a sign of\_\_\_\_\_.”

*(Courage? Wisdom? Emotional intelligence? Connection?)*

6. Who would you want on your personal Board of Trustees, i.e., the people you turn to for advice, support, or a gut check when it matters most? Are you nurturing those connections?

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# REFLECTION

## Spark Check

Notice how you spend  
your next hour. Did it  
align with what actually  
matters?  
If not,  
shift the  
next one.

*Draw Priority Quadrants: Take 5 minutes and fill in your boxes.*

*You might just find your sanity somewhere between  
“delegate it” and “catch and release.”*

*The best part? You don’t need a new planner; you just need a pen, a moment, and humility.*

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

# REFLECTION

## Celebrate Small Wins

### Spark Check

End each day by naming  
one win, no matter how  
tiny. Write it down  
or say it out loud.  
Let it count.

*Progress builds momentum. Celebrate it, no matter the size.*

1. What's one win, big or small, from the past seven days that you skimmed past instead of celebrating?  
Why did it matter more than you gave it credit for?

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2. If you gave yourself just two minutes to acknowledge progress, what would that celebration look like?  
Think tiny but joyful – dance break, gratitude note, a post-it that simply says: “You did it.”

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3. What are three everyday wins you want to start honoring more often?  
(Think: Speaking up, protecting your time, showing up when it is hard.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. Who in your life deserves a “Win Alert” this week? Write down their name and one specific way you can cheer them on, surprise them, or say “I see you.”

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5. Complete this sentence:

“I know I’m growing when I \_\_\_\_\_.”

*(Not when things are perfect, but when you’re proud of the progress.)*

*Pause once today and  
check in with your gut  
before making a decision.  
See if it already knows  
the answer.*

# REFLECTION

## Listen to Your Second Brain

*Your gut often knows before your head catches up.*

1. Think of a time when your gut sent a signal and you ignored it. What did that moment teach you about the cost of overriding your inner wisdom?

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2. Now think of a time that you did trust your gut, even if it didn't make perfect sense on paper. What happened as a result?

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3. Your body is always talking. How does it usually try to get your attention?  
Butterflies? Tight shoulders? Calm clarity? Sudden fatigue? What's your physical cue to pause and listen?

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4. This week, identify one decision, conversation, or crossroads for which you'll intentionally check in with your gut, not just your to-do list. What might change if you did?

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5. Create your personal grounding phrase for those moments when your head is loud but your gut knows better:

"I already know. I just have to \_\_\_\_\_."

*(Eg., Listen? Trust it? Stop second-guessing? Take the step?)*

# REFLECTION

## Own Your Own Impact

### Spark Check

Pay attention to the energy you bring into every room. Ask yourself, "What am I leaving behind when I walk out?"

*You don't need permission to influence the room you're in.*

1. Who have you seen lead powerfully without a title or formal role?

What did they do that made others follow?

How did their presence shape the environment around them?

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2. Where in your personal or professional life are you waiting for permission to lead?

What story are you telling yourself that's keeping you from stepping up?

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3. Think about your "team", whether that's your family, your work colleagues, your friend group, your sports crew, or your faith community. What values do you wish were being shown up more clearly in those spaces?

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4. What's one Micro-Move you can take to embody those values this week?

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*(Think small. Think human. Think of the ripple effect.)*

5. Complete this sentence:

"I choose to lead by..."

*(Be bold. Make it yours. This is your leadership declaration, not a tagline.)*

# REFLECTION

## Let's Put This Into Action

### Spark Check

*Do one unexpected act of kindness today. A text, a thank-you, a smile. Be the spark that keeps traveling.*

*This is your launch pad. The little things, done with intention, create the ripple.*

1. Think of one small, unexpected gesture someone once did for you, the kind that stuck with you long after the moment passed. Why did it matter so much?

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2. When people leave a conversation with you, whether it's five minutes or five hours, how do you want them to feel? Seen? Energized? Understood? Safe?

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3. What's one way you can "hand someone their balloon" this week?  
(A kind word, a handwritten note, a compliment they didn't see coming. A moment that says: You matter.)

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4. Think about your dash. The one between your birth year and your final year. What do you hope that little line stands for when people tell your story?

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# AFTER THE MOVES... KEEP THE MOMENTUM

*You've made it through all 11 Micro-Moves.*

*That's no small thing.*

*But the real impact? It happens when you keep showing up with intention; one small move at a time.*

## Final Reflection

1. Which Micro-Move made the biggest difference for you right now?

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2. What surprised you about your answers along the way?

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3. What's one "little move" you can commit to repeating daily?

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## 30-Day Spark Challenge



Choose one Micro-Move each week for the next month. Check off as you go!

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Week 1: The move that feels easiest right now \_\_\_\_\_

\_\_\_\_\_

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Week 2: The one that challenges you most \_\_\_\_\_

\_\_\_\_\_

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Week 3: The one your team/family needs most \_\_\_\_\_

\_\_\_\_\_

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Week 4: The one that lights you up the most \_\_\_\_\_

\_\_\_\_\_

*At the end of 30 days, look back at your notes. Notice what shifted.*