

hopelessness
exhaustion
imposter
confidently

UnFunkt™

Leadership Reflection

WORKBOOK

frustration
blame
isolation
fear
overwhelm
judgment
confidence

Jaime Marco

WELCOME

Where Human Connection Meets Modern Leadership

You're not just holding a workbook, you're holding a mirror for how you lead.

Leading people today is harder than it has ever been. The world is louder, faster, and more distracted. Teams are stretched thin, juggling competing priorities while trying to stay human in a digital world. Motivation looks different, connection takes more effort, and burnout isn't just a buzzword, it's a daily reality.

That's why leadership isn't just about what you do. It's about how you show up.

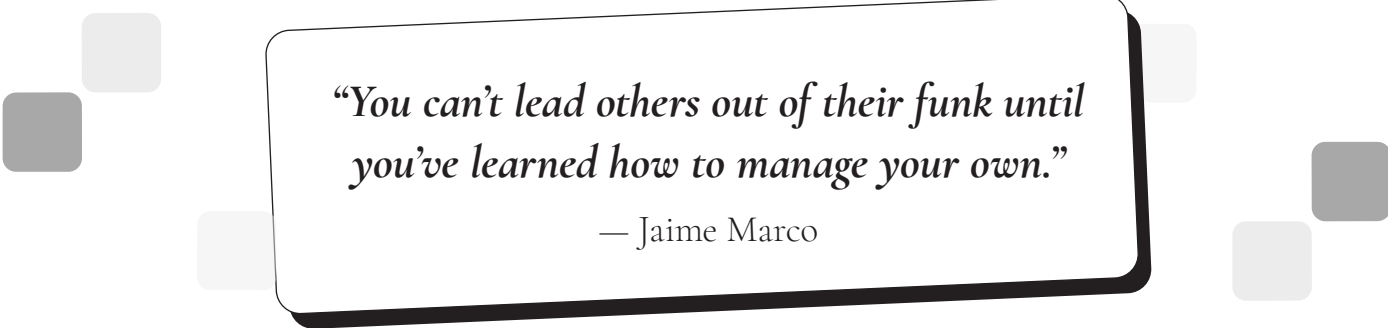
UnFunk™ was created for leaders like you; the ones trying to bring clarity where there's chaos, calm where there's noise, and connection where people have forgotten how to look up from their screens.

This workbook is your space to reflect, reset, and realign. To pause long enough to think about your leadership energy and how it shapes the people around you.

Why it matters:

People don't follow titles; they follow presence. They follow energy. They follow trust.

And trust begins when leaders learn how to manage their own funk before leading others through theirs.



“You can't lead others out of their funk until you've learned how to manage your own.”

— Jaime Marco

That's where this framework comes in.

Pause. Shift. Spark.

Pause — Notice the moments when your tone, pace, or presence can change the room.

Shift — Choose how you want to lead in that moment; with awareness, empathy, and intention.

Spark — Model the energy you want to see. When leaders spark connection, it spreads.

Each of the following Micro-Moves is a small yet powerful leadership shift. Together, they build cultures of clarity, confidence, and connection; teams that are more engaged, more human, and yes, more UnFunk™.

*So grab a pen, take a breath, and let's begin.
Because great leadership starts with one small move.*

REFLECTION

Bring the Vibe, Be the Vibe

*Your energy sets the tone for everyone around you.
As a leader, your team feels your mood before they hear your words.*

Spark Check

*This week, pause before
stepping into each space.
Reset your vibe, take a
breath, and enter
like the leader
you want
to be.*

Leadership Reflection

1. When your team sees you walk in, what energy do they feel before you even speak?

2. Think about a time when your energy lifted the team. What made that moment different?

3. How do you reset your tone when you know you're bringing stress into a meeting?

4. Who on your team naturally lifts others up, and how can you recognize or model that energy?

5. What boundaries or routines help you protect your energy so your presence stays consistent?

REFLECTION

Pause with Purpose

A pause is not weakness; it's leadership control in motion.

Spark Check

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

Leadership Reflection

1. Think about the last time your reaction set the tone for the room. How might pausing have changed the outcome?

2. What are your early warning signs that you need to slow down before responding?

3. How often do you pause to celebrate, not just correct?

4. What signal or phrase could remind you to take a leadership pause when tensions rise?

5. How can you model calm thinking for your team, especially under pressure?

REFLECTION

Words Matter. Choose Wisely

The words you use as a leader create culture.

Spark Check

Listen to your own words today. Swap one autopilot phrase for something that builds trust and momentum.

Leadership Reflection

1. What's one phrase you use with your team that might shut down creativity or confidence without meaning to?

2. Rewrite that phrase into something that invites ownership or possibility.

3. When was the last time a leader's words lit a fire in you? How can you give that same spark to someone else?

4. How do you ensure your feedback leaves people encouraged, not deflated?

5. What phrase could become your go-to leadership language when you need to reset tone or energy?

REFLECTION

Dare to Compare - Just Don't

Leaders lose impact when they lead from comparison instead of confidence.

Spark Check

When comparison creeps in, pause and name one quality you admire about your own leadership journey.

Leadership Reflection

1. Where do you find yourself comparing your leadership to others and what does it cost you?

2. How does comparison show up inside your team (titles, tenure, recognition)?

3. What's one leadership strength that's uniquely yours?

4. When was the last time you truly celebrated your progress without minimizing it?

5. How can you help your team focus on collective growth instead of competition?

REFLECTION

Fuel Others with Appreciation

Recognition is rocket fuel for morale and performance.

Spark Check

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

Leadership Reflection

1. Who on your team needs to hear that you see their effort, not just their results?

2. How can you make appreciation even more specific, even more personalized and even more frequent?

3. When was the last time you felt seen as a leader, and how did that impact your drive?

4. Whose name or story could you spotlight this week in front of others, after checking that they want the spotlight?

5. How can appreciation become part of your team's daily rhythm, not just an annual event?

REFLECTION

Be Intentional by Default

Intentional leadership doesn't happen by accident.

Spark Check

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

Leadership Reflection

1. How do you want your team to feel after interacting with you?

2. What's one recurring situation where you tend to lead on autopilot?

3. How could a two-minute intention check at the start of each day change your leadership impact?

4. Where might you be reacting instead of responding with clarity?

5. What intention do you want to set before your next difficult conversation?

REFLECTION

Normalize Asking for Help

Strong leaders create space for others to step in.

Spark Check

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

Leadership Reflection

1. Where in your leadership do you feel the pressure to “have it all together”?

2. Who could you lean on for support or partnership this week?

3. What might your team learn if they saw you ask for help openly?

4. How does your team know it's safe to say, “I don't know”?

5. Complete this sentence: “Asking for help as a leader is a sign of _____”

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

REFLECTION

Where's Your Time Really Going?

Leadership isn't about doing it all. It's about doing what matters most.

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

Leadership Reflection

1. Which tasks should you be delegating but aren't?

2. What's one "urgent but unimportant" thing stealing your time and energy?

3. How can you protect time for deep thinking or people development each week?

4. What's one boundary you could put in place to reclaim focus?

5. Who could help you hold accountability for how you spend your time?

REFLECTION

Celebrate Small Wins

Progress fuels motivation. Don't skip it.

Spark Check

End each day by naming one win, no matter how small. Say it out loud and let it count.

Leadership Reflection

1. What small wins has your team accomplished recently that went uncelebrated?

2. How do you recognize progress, not just completion?

3. Who on your team consistently improves behind the scenes and how can you highlight that growth?

4. What would it look like to make celebration part of your leadership rhythm?

5. Complete this sentence: "When I celebrate progress, my team feels _____"

REFLECTION

Listen to Your Second Brain

Your intuition is a leadership tool.

Spark Check

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

Leadership Reflection

1. When has your gut told you something about your team before the data did?

2. What signals do you feel when something is “off” in your culture?

3. How often do you slow down enough to listen before deciding?

4. What trusted colleague helps you check your instincts before taking action?

5. Finish this phrase: “As a leader, I already know_____”

REFLECTION

Own Your Own Impact

You influence every space you're in. Make that influence intentional.

Spark Check

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

Leadership Reflection

1. Who in your organization leads powerfully without a title? What can you learn from them?

2. What impact do you want to have when you're not in the room?

3. What story are you telling yourself that might be keeping you from stepping into your full influence?

4. How do you help others see the ripple effect of their own leadership moments?

5. Complete this: "I choose to lead by _____"

REFLECTION

Do Little Moves, Create the Big Impact

Leadership lives in the small moments, not just the big ones.

Spark Check

Do one unexpected act of leadership kindness today; a note, a thank-you, a check-in. Be the spark that keeps traveling.

Leadership Reflection

1. Think of one small moment when someone led in a way that stayed with you. Why did it matter?

2. When people leave a conversation with you, how do you want them to feel?

3. What's one small gesture or word of encouragement that could spark motivation for someone on your team today?

4. What kind of ripple do you want your leadership to leave behind?

5. What's one micro-move you can repeat daily to keep the UnFunkt™ mindset alive in your leadership?

AFTER THE MOVES... KEEP THE MOMENTUM

*You've reflected on all 11 Micro-Moves. Now the real leadership impact begins.
The key isn't doing them once; it's weaving them into your daily rhythm.
Because great leadership isn't built in the spotlight. It's built in small, consistent, human moments.*

Final Reflection

1. Which Micro-Move is most alive in your leadership right now?

2. Which one needs more attention or intention?

3. What's one UnFunkt™ move you can commit to modeling this week?

30-Day Spark Challenge



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

☐ Week 1: The one that feels most natural _____

☐ Week 2: The one that challenges your habits _____

☐ Week 3: The one your team needs most _____

☐ Week 4: The one that lights you up _____

*At the end of 30 days, look back at your notes.
Notice what shifted — in you, your team, and your culture.*